



Administration of Medicine Policy

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

As far as possible, administering medicines will only be done where it is detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

These procedures are written in line with guidance in Managing Medicines in Schools and Early Years, the Manager is responsible for ensuring all staff understand and follow these procedures.

The Key Person is responsible for the correct administration of medicine to children for whom they are the Key Person. This includes ensuring that records are kept according to procedures and that the Medication Record Book is correctly completed. All medicines should be stored correctly. In the absence of the Key Person, the Manager is responsible for the overseeing of administering medication.

Procedures.

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified profession) is administered. It must be in date and for the current condition (medicines containing Aspirin will only be given if prescribed by a doctor).
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication, ask the parent to complete the Medication Record Book. No medication will be given without these details being provided:
 - Full name and date of birth of child.
 - Name of medication and strength.
 - Who prescribed it.
 - The dosage to be given.
 - How the medicine should be stored and its expiry date.
 - Any possible side effects that may be expected.

- The signature of the parent, their printed name and the date.
- The administration of medicine is recorded accurately in our Medication Record Book each time it is given and is signed by the Key Person/Manager. Parents are shown the record at the end of session and asked to sign the record book to acknowledge the administration of medicine.
- The Medication Book records the:

Name of the child.
 Name and strength of the medication.
 Date and time of the dose.
 Dose given and method.
 Signature of the Key Person/Manager
 Parent's signature.

Storage of Medicines

- All medication is stored safely in the kitchen or refrigerated if required.
- The child's Key Person is responsible for ensuring medicine is handed back at the end of the session.
- For some conditions, medication is kept in the setting to be administered on a regular basis or as-and-when-required basis. Key Persons check that any medication held in the setting is in date and return any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No children will self-administer.

Children who have long term medical conditions who may require on-going medication.

- A health care plan for the child is drawn up with the parent, outlining the Key Person's role and what information must be shared with other staff who care for the child.
- The health care plan should include what to do in the event of an emergency.
- The health care plan should be reviewed every 6 months, or more frequently if required.
- The health care plan is displayed where other staff can access it e.g. kitchen food cupboard and in the child's records in the registration folder.

Managing medicines on trips and outings.

- All relevant medication needs to be taken and be the responsibility of the child's Key Person.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and if applicable, a card to record when the medication has been given, including all the details that need to be recorded in the Medication Record Book.
- The Medication Record Book also needs to be taken unless a card to record all the details is taken instead.

- On returning to the setting, if a card has been used instead of the Medication Record Book it is stapled to the Medicine Record Book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....