

ADMINISTERING MEDICINE POLICY

play-to-learn

MONTESSORI NURSERIES AND PRE-SCHOOLS



Statement of Intent

This policy has been written to promote the good health of the children in our care, in line with the safeguarding and welfare requirements of the [Early years foundation stage \(EYFS\) statutory framework](#). We are committed to ensuring that children return to pre-school as soon as they are well and that children with medical needs will be supported during their time at the setting.

This policy therefore aims to:

- Support regular attendance of all pupils.
- Ensure staff understand their roles and responsibilities in administering medicine.
- Ensure Parent/Carers understand their responsibilities in respect of their children's medical needs.
- Ensure medicines are stored and administered safely.

While it is not our policy to provide one to one care for unwell 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.

The Setting Manager and Deputy Manager are responsible for ensuring all staff understand and follow the procedures outlined in this policy and for overseeing the administering of medication to children.

It is imperative that Parent/Carers/carers notify staff if they have administered medicine or if they suspect their child is unwell before leaving the child at the setting. If the parent has administered medicine for high temperature before bringing the child to pre-school, then the child should not attend and stay at home.

Updated: Sept 13, Jan 14, Jan 15, Jan 16, Oct 16, Sept 17, June 19, May 2020, May 2021

Next Annual review date: September 2022

Administering Medicines

We ensure that where medicines are necessary to maintain the health of the child, they are given correctly and in accordance with legal requirements. In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be carried out where it would be detrimental to the child's health if not given in the setting.

If a child has not taken a medication before, especially a child under three, 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.

Our staff are responsible for the correct administration of medication to children, and this includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to our procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- We only usually administer medication when it has been prescribed for a child by a doctor. It must be in-date, prescribed for the current condition and have the dispensing pharmacy label attached.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel cannot be routinely administered. **Please note:** *In an emergency we may administer children's paracetamol (un-prescribed) for children with the verbal consent of the Parent/Carers in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.*
- Parent/Carers are required to keep the preschool fully informed of any changes to their child's health.
- At the time of admission to the setting, Parent/Carers' written permission for emergency medical advice or treatment is sought. Parent/Carers sign and date their written approval.
- Parent/Carers sign consent on the Enrolment form to allow staff to call an ambulance in the event of an emergency, on the understanding that Parent/Carers have been informed and are on their way to the hospital.
- Parent/Carers of children with specific medical or allergy needs are required to complete a separate healthcare form, permission to administer medicine and provide written evidence from a hospital/doctor of the care required.
- If a child becomes ill while at the preschool, staff will make every effort to make the child comfortable until the parent arrives.
- Staff will contact Parent/Carers in order to arrange for the child to be collected. If Parent/Carers cannot be contacted, the Preschool Manager will contact the emergency contact persons and arrange for the child to be collected.
- If a child is prescribed Antibiotics, then we request that the child does not attend the setting for at least 48hrs, this will give the child a chance to start recovery.

- In the case of a child being in pain through an illness, while on antibiotics or not, then the child will certainly need to be at home recovering where one to one care may be given and the child will not have to cope with the demands of group care.
- Medicines can only be accepted for children with ongoing non-infectious ailments or where a course of medicine is being completed, e.g. antibiotics.

Administration of medication

- The administering of non-prescribed medication is recorded in the same way as any other medication.
- If the administration of prescribed medication requires medical knowledge, we obtain individual training for the relevant member of staff, by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- All medication must be in-date, in the original container and clearly labelled with the child's name.
- All medicines are inaccessible to the children.
- Parent/Carers must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - the full name of child and date of birth
 - the name of medication and strength;
 - who prescribed it;
 - the dosage and times to be given in the setting;
 - the method of administration;
 - how the medication should be stored and its expiry date;
 - any possible side effects that may be expected
 - the parent must sign and confirm the date and time of the last dose given to the child
 - the signature of the parent, their printed name and the date
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
 - name of the child;
 - name and strength of the medication;
 - name of the doctor that prescribed it;
 - date and time of the dose;
 - dose given and method;
 - signature of the person administering the medication and a witness
 - parent's signature to acknowledge medication given and timings

Medication to manage dietary or allergy conditions

- If Parent/Carers wish us to administer medicines whilst their child is at preschool for dietary or allergy reasons, a Healthcare Plan will need to be completed.

- The medicines are kept in an individual, clear plastic box, clearly labelled and out of reach of any children.
- We will only accept in date, prescription medicine with prescription information on the bottle or container.
- Parent/Carers must give prior written permission for the administration of medication by completing a Health Care plan
 - name of the child,
 - name/s of parent(s),
 - date the medication starts,
 - the name of the medication and prescribing doctor,
 - the dose and times
 - how and when the medication is to be administered.

Long term medical conditions requiring continual medication

- A healthcare plan is drawn up for each child including the key person's role and what information must be shared with other staff. This is the responsibility of the Pre-school Manager alongside the key person. Other medical or social care personnel may need to be involved in the health care plan and ongoing risk assessments.
- Parent/Carers will also contribute to a Healthcare Plan. They should be shown around the setting, understanding routines and activities and point out anything which they think maybe a risk factor for their child.
- For some medical conditions staff will need to have training in basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff, is part of the health care plan.
- The healthcare plan includes vigorous activities and any other preschool activities that may give cause for concern regarding an individual child's health needs.
- The healthcare plan includes arrangements for taking medicines on outings and the child's GP's advice is sought, if necessary where there are concerns.
- The healthcare plan should include the measures to be taken in an emergency.
- The healthcare plan is reviewed every six months or more if necessary. This includes reviewing the medication e.g. changes to the medication or dosage, any side effects noted etc.
- Parent/Carers/carers receive a copy of the Healthcare plan and each contributor, including the Parent/Carers, sign to acknowledge and confirm the contents.

One off Medicines

- If Parent/Carers wish us to administer 'one off' medicines whilst their child is a nursery, then a 'medicine administering form' is completed.
- Staff will keep medicines in a refrigerator or cupboard as required, inaccessible to the children and in a plastic box.
- Parent/Carers must give prior written permission for the administration of medication by completing a Medicine Administering form
 - name of the child,
 - name/s of parent(s),
 - date the medication starts,
 - the name of the medication and prescribing doctor,
 - the dose and times
 - how and when the medication is to be administered.

Dispensing Medication

- Staff will always check in the child's file and Parent/Carers written instructions to make sure when the next dose is due, how much to administer.
- **2** members of staff are required to witness and sign for any dispensing of medicines to a child
- The dispensing is recorded accurately each time it is given and the dispensing medicine form is signed by **two** staff members, one of which should be the Manager or Deputy Manager.
- 1 staff to administer medicine and the Manager or Deputy to check dosage and child's identity.
- This will be recorded on the child's medicine record sheet and the parent/carer should sign to acknowledge the dispensing of the medicine.
- Every time medicine is administered, staff will enter onto a medicine form, the amount administered as well as the time and date given.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

If you are in doubt about giving medicine check with the Preschool Manager

Managing medicines on trips and outings

- If children are going on outings, the key person for the child will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- 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 a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
- On returning to the setting the card 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 procedure should be read alongside the outings procedure.

First Aid

At least one member of staff with a valid paediatric first aid training is on the premises or on an outing at any one time. The paediatric first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by the Health & Safety Officer and re-stocked as necessary;

Staff taking medication/other substances

- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

The following procedures and documentation in relation to Administering Medicines

- [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Managing Medicines in Schools and Early Years Settings (DfES/DH Guidance ref 1448-2005CL-EN)

Legalisation

[Special Educational Needs and Disability Act 2001](#)