

## **1.17 Little Avenues Pre-school Policy for the Administration of Medicines**

### **Aims**

- 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 prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness.
- To maintain child's health and safety by working closely with parents to ensure parent consent forms are completed
- To provide a healthy and safe environment by ensuring medicines are stored correctly and administered in accordance with the pre-schools procedures.

### **Procedures**

#### **Administration of Medicines**

Children taking prescribed medication must be well enough to attend the setting.

Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.

Children's prescribed medicines are stored in their original containers, are clearly labelled and are kept in the kitchen in sealed, marked plastic box and inaccessible to the children.

Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a Consent for the Administration of Medicine form stating the following information. No medication may be given without these details being provided:

- full name of child and date of birth;
- name of medication and strength;
- who prescribed it;
- dosage to be given in the setting;
- how the medication should be stored and expiry date;
- any possible side effects that may be expected should be noted; and
- signature, printed name of parent and date.

The administration of medicine is recorded accurately each time it is given and is signed by staff. Parents sign the record sheet to acknowledge the administration of a medicine. The Record of Administration of Medicine form records:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given
- signed by staff administering and staff member verifying
- verified by parent signature at the end of the day.

#### **Storage of medicines**

During the session, medicines are kept in the kitchen in sealed, marked plastic box and inaccessible to the children.

The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the pre-school and at end of session stored safely in an out of reach cupboard. Key persons check that any medication kept at the pre-school is in date and returns 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 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.

### **Children who have long term medical conditions and who may require on going medication**

An Individual Health Care Plan is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved.

Parents will also contribute to the Individual Health Care Plan and necessary risk assessments. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs of staff are part of the risk assessment.

Vigorous activities and any other pre-school activity that may give cause for concern regarding an individual child's health needs must be risk assessed.

The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

An Individual 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 Individual Health Care Plan should include the measures to be taken in an emergency.

The Individual Health Care Plan is reviewed every year or more often if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

### **Managing medicines on trips and outings**

If children are going on outings, staff accompanying the children must include a member of staff who is fully informed about the child's needs and/or medication and if necessary trained in administration of child's medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, and name of the medication, Inside the box is a copy of the consent form and the Record of Administration of Medicine form, with the details as given above.

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 name of the medication. Inside the box is a copy of the consent form signed by the parent.

This Policy was updated 1/3/18

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_