



1.15 Administering Medicines. Promoting Health and Hygiene.

Policy statement

Whilst it is not our policy to care for sick children we will administer medicine as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases a GP can prescribe medicine that can be given during the child's time at home and as far as possible we will only administer medicine where it would be detrimental to the child's health if it were not given during the session. If a child is taking a medication for the first time we may advise that the parent should keep the child at home for the first 48 hours to ensure there is no adverse effect and to give time for the medication to take effect.

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

The Supervisor is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. Another member of staff must witness the Supervisor administering the medicine and must sign to show that they have done so. In the absence of the Supervisor, the Manager is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition. NB We do not administer children's paracetamol (un-prescribed).
- 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 using the medication book. The Supervisor should receive the medication and must ask the parent to sign the book 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 of parent and date.

The Supervisor must inform all staff present on the day.

- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication book to acknowledge the administration of a medicine. The medication book records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by supervisor/manager; and is verified by parent signature at the end of the day.
 - We use the PLA publication *Medication Record* for recording administration of medicine and comply with the detailed procedures it sets out.

Storage of medicines

- All medication is stored safely **out of the reach of children** or in the main kitchen fridge. Where the fridge is not used solely for storing medicines, they are clearly labelled and preferably kept in a box.
- The supervisor is responsible for ensuring medicine is handed back to the parent at the session end.
- For some conditions, medication may be kept in the setting. Supervisors check that any medication held to administer on an as and when required basis, or on a regular basis, 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 the supervisor what they need. This does not replace staff vigilance in knowing when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the session Supervisors. Other medical or social care personnel may need to be involved in the risk assessment.

- Parents will also contribute to a risk assessment. 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 some medical conditions 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 for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- 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.
- A health care plan for the child is drawn up with the parent; outlining the Supervisor/Manager's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency. It is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include two members of staff who are 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 name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given 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, name of the medication. Inside the box is a copy of the consent form signed by the parent. Inform OFSTED within 14 days.
- This procedure is read alongside the outings procedure.

Legal framework

☒ Medicines Act (1968) **Further guidance**

☒ Managing Medicines in Schools and Early Years Settings (DfES 2005)

<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

Other useful PLA Alliance publications

☒ Medication Record (2006)

☒ Register and Outings Record (2006)

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 14/03/2019 (date)

Signed on behalf of the provider

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees