



St. Michael's Pre-school Policies and Procedures

6.1 Administering medicines

Policy statement

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. We ensure that where medicines are necessary to maintain 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 done where it would be 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.

Our staff are 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.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- We only administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date, in its original packaging and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, will not be administered, if there is a medical reason this will need to be discussed with the setting. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor.
- 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.

- Parents/carers must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent/carer 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;
 - the dosage and times to be given in the setting;
 - the method of administration;
 - how the medication should be stored and its expiry date;
 - signature of the person administering the medication; and
 - parents/carers signature

- The administration of medicine is recorded accurately each time it is given and is signed by the person administering the medication. Parents/carers are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record 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 person administering the medication; and
 - parent's/carers signature.

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

- If rectal diazepam is given, another member of staff must be present and co-signs the record book.

- 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 staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

- We monitor the medication records to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Storage of medicines

- All medication is stored safely or refrigerated as required.

- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when-required basis. Staff check that any medication held in the setting is in date and return any out-of-date medication back to the parent.

The medical box is labelled and located away from the children but is accessible to staff. The medical box contains signed medical records for administering medication along with the medication which is labelled. A fridge is in place if any medication needs to be kept cool.

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

- We carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of our manager alongside the staff. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers 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 their child.
- For some medical conditions, key staff will need to have training for a basic understanding of the condition, as well as how the medication is to be administered correctly. The staff need the training to form part of the risk assessment.
- The risk assessment includes vigorous activities and any other 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 advice is sought from the child's GP if necessary where there are concerns.
- An individual health plan for the child is drawn up with the parent/carer; outlining the key person's role and what information must be shared with other adults who care for the child.
- The individual health plan should include the measures to be taken in an emergency.
- We review the individual health plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents/carers receive a copy of the individual health plan and each contributor, including the parent/carer, signs it.

Managing medicines on trips and outings

- If children are going on outings, a risk assessment will be completed. Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication with relevant paperwork.
- 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/carer.
- This procedure should be read alongside the outings procedure.

Legal framework

- The Human Medicines Regulations (2012)
- Medication Administration Record (EYA 2019)

This policy was adopted by

St Michael's Trustee Committee

On

24/01/23

Date to be reviewed

Annually or as necessary

Signed on behalf of the provider

Hannah Cameron

Name of signatory

Hannah Cameron

Role of signatory (e.g. chair, director or owner)

Chairperson

Other useful Pre-school Learning Alliance publications

- Medication Record (2017)
- Daily Register and Outings Record (2018)