

Promoting health and hygiene
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.

In many cases, it is possible for children’s GP’s to prescribe medicine that can be taken at home before and after pre-school. 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. We request that if a child has not had a medication before, that the parent keeps the child at home for the first 48 hours to ensure there are no adverse side effects as well as 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 supervisor is responsible for ensuring all staff understand and follow these procedures.

Each child’s keyperson is responsible for the correct administration of medication to their children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the keyperson, the supervisor is responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

- 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. Please note, we cannot administer 'Calpol or Nurofen' type medicines but will always call a parent/carer if we feel a child is in pain or unwell.
- Children's prescribed medicines are stored in their original containers, are clearly labelled, are given directly to staff and kept inaccessible to the children at all times.
- Parents give prior written permission for the administration of medication. The staff member receiving the medication must ask the parent to sign a consent 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 and what it's for;
- 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.
- It will be keypersons responsibility to get consent form completed.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the form to acknowledge the administration of a medicine. The medication record form records:
 - name of child;
 - date, time and dosage medicine last administered by parent
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by keyperson/supervisor; and is
 - verified by parent signature at the end of the day.
- We use the Pre-school Learning Alliance's publication *Medication Record* for recording administration of medicine and comply with the detailed procedures set out in that publication.

Storage of medicines

- All medication is stored safely in a clearly marked container in the refrigerator (where appropriate)

- The child's keyperson 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 setting. Keypersons 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.
- Medicines will be stored in clearly marked plastic container in the refrigerator (where appropriate)
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the all 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 keyperson 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 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 supervisor alongside the keyperson. Other medical, social care personnel or TSS advisor 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 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 for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other pre-school 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 keyperson'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.
- The health care plan 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 & 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 the keyperson for the child 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 1st Aid Bag clearly labelled with the child's name. Inside the bag 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 & the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a 1st Aid Bag clearly labelled with the child's name. Inside the bag is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- 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)

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	15 th July 2022
Date to be reviewed	15 th July 2024
Signed on behalf of the management committee	<i>William Baldwin</i>
Name of signatory	William Baldwin
Role of signatory	Chairperson

Other useful Pre-school Learning Alliance publications

- Medication Record (2006)
- Register and Outings Record (2010)