



## **Welbourn Preschool Administering Medicines Policy**

We recognise there may be times when children require medication to be administered during their time in the setting. 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 the children's GP 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 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 for whom they are the key person (or the Manager/Deputy in their absence). This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

### **In order that this is regulated we will ensure that:**

- Welbourn Preschool will only administer medication that has been prescribed for that individual child. (With regard to non-prescribed medication, it is up to the individual settings. As it is stated in the EYFS statutory guidance; non-prescribed medication e.g. pain and fever relief, teething gel may be administered only with prior written consent of the parent and only when there is a health reason to do so).
- Staff will ensure that a new medication form is completed by the parent/carer each session that the medication is expected to be administered.
- On the medication form parents will give signed permission for administration of medication including:
  - The name of the child
  - The name of the parent
  - Date
  - Name of medication

- The dose and time that medication was last given
- The does and times to be administered
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- Aspirin or medication containing Aspirin will not be administered to any children unless it is prescribed by a doctor for a specific medical condition.
- The medication is stored in accordance with the products instructions and out of reach of children at all times.
- The administration of medication is recorded in the medication book and includes the signature (the administrator of the medication) and counter signature (witness to medication being given), date, time and dosage. Parents must sign this before they leave the premises to acknowledge they know the medication has been administered.
- The medication will go home with the parent at the end of each day/ session.

### **Administration of Specialist Medication**

We recognise that there may be times when children require specialist medication to be administered for long term medical needs during their time at the setting. In order that this is regulated we will ensure that:

Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life-saving/emergency medications (such as adrenaline injections) and a health plan is established. This will include:

- A letter from the child's GP/Consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
- We will discuss with parents the medication that their child needs to take and support required.
- Instructions on how and when the drug/medicine is to be administered and what training is required.
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
- Written proof of training, if required, in the administration of the medication by the child's GP, a district nurse, specialist or community paediatric nurse.
- A **Health Plan** will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support of any changes.
- Prior written consent form the parent/guardian for each and every medicine will be obtained before any medication will be administered.
- The medication consent form filled in appropriately, and signed by the parent/carer on the day the medicine is expected to be given before they leave the child in the care of the setting.

- On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of medication, the dose and time medication last given, the dose and times to be administered and how the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the product instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter signature (witness to medication being given), date, time, and dosage. Parents must sign this before they leave the premises to acknowledge they know the medication has been administered.

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

- If children are going on outings, they will have a risk assessment prior to the outing. All members of staff will be informed of 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, the original pharmacist's label 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. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents
- On returning to the setting the card is stapled to the medicine record book and the parent signs it
- If the 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 of the medication. Inside the box is a copy of the consent form signed by the parent

#### **Legal framework**

- The Human Medicines Regulations (2012)

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting:

**Chairperson**

**Secretary**

**Date**

**Review Date**

October 2020

October 2021