

<b>Policy Name</b>	<b>Administration of medicines</b>
<b>Date Issued</b>	<b>January 2012</b>
<b>Author / Owner</b>	<b>Hagbourne Pre-School</b>

### Statement of Intent

Pre-school recognises its responsibility to promote the good health of the children and to ensure that they are cared for in a healthy environment.

### Aim

To ensure that children's individual health needs are recognised and that they are cared for appropriately during sessions.

### Method

- Before a child starts Pre-school, parents are required to give written information to staff about their child's specific medical conditions, any medication they take regularly, any food allergies and intolerances or other allergies they may have.
- This information is confidential, and only available to staff.
- A list of all children with an allergy and details of the allergy is available for staff only on the inside of the storage cupboard door.
- If a child has an ongoing medical condition, the Early Years Manager and key worker will meet with the parent/carer to discuss how this is to be handled.
- Other staff will be informed as necessary.
- If any prescribed medicine has to be administered to a child during a session, prior written permission from the parent must be obtained, and the name of the medicine, the dosage and timing of its administering recorded.
- Training is provided to all staff from a health professional when the administration of the medicine requires technical medical knowledge.
- We ask parents to keep their child at home if they have any infection and inform us of the nature of the infection, so we can alert other parents and monitor symptoms in other children at Pre-school
- We ask that a child who has been suffering from diarrhoea or vomiting not to attend Pre-school until at least 48hours has elapsed since the last episode.
- Children must not attend Pre-School if they have had Calpol before entering the premises as this could mask symptoms of a illness or infectious disease.
- Parent must advise staff if any medicines have been given within the last 24 hours, including dosage and time.
- See Health and Safety Policy and Managing children who are sick, infectious or with allergies Policy

### Procedure

- Children taking the medication must be well enough to attend the setting
- Medication must be in-date and prescribed for the current condition by a Doctor
- The prescribed medicines are stored in their original containers, are clearly labelled and inaccessible to the children
- Children must have been taking the medicine for 48 hours prior to returning to Pre-school
- Parents give prior written permission for the administration of the medication
- A parental consent form is signed stating the following information
  - Name of child
  - Name of medicine
  - Dose to be taken

- Time of administering the medicine
- How the medication should be stored and expiry date
- Parental signature and date
- A member of staff, usually the child's key worker receives the medication and stores it according to the storage instructions
- If for some reason the key worker will not be available to administer the medication at the recorded time, they will tell another member of staff, or the Early Years Manager, who will take responsibility for administering it
- The administration of medicine is recorded in the medicine book each time it is given and signed by the person administering it and by a witness
- Pre-school Learning Alliance's Medication Record Book is used to record all the relevant information

### **Storage of Medicine**

- All medicine is stored safely and, in a refrigerator, if required
- For some conditions, medication may be kept on the premises to be administered on a regular or as-and-when-required basis. The key person or Early Years Manager is responsible for checking the medicine is in date and any out-of-date medication is returned to the parents
- At the setting we keep Calpol and Piriton. Written permission is sought from parents on registration, to allow the staff to administer a dose of either of these medications in cases of urgent need for the child.
- Before the medication is administered, verbal consent is also sought via a telephone call, where the parents/carer will be informed of the child's condition, and advised of possible early collection

### **Managing Medicine on Trips and outings**

- If children are going on trips or outings, the staff accompanying the children will include the key person, or another member of staff who is fully informed about the child's needs and/or medication
- Medication for that child is clearly labelled and taken, along with the information need to administer and record it
- If a child on medication must be taken to hospital, the child's medication accompanies the child to the hospital
- This procedure is to be read along side the Outings Policy

This policy was reviewed and updated (where required) on 08/10/2023 (date)

Reviewed/updated by Sophie Garland (Chairperson)

Reviewed/Updated by Sheila Bayliss (Manager)