

Administering Medicines

Policy statement

Whilst your child is ill it is important that they stay at home until they are well enough to return to Happy Adventures Preschool and Forest School. We are happy to administer medicine provided that your child is well enough to be at preschool and it is 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 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 if the child requires four dosages or more throughout the course of a day or if the dosages need to be given at particular times throughout the day.

If a child has not had the medication before, the parent must keep the child at home for the first 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

If you feel it is necessary to give your child Calpol before they come to preschool due to a high temperature, then they are not well enough to attend and should be kept at home until they are better.

The most senior staff member 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.

Procedures

- ✦ Children taking prescribed medication must be well enough to attend Happy Adventures Preschool.
- ✦ Only medication prescribed by a doctor (or other medically qualified person) can be administered.
- ✦ All medication must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- ✦ All medicines must be stored in their original containers.
- ✦ Parents give prior written permission for the administration of medication. Before giving medication, staff must receive the following information from parents:
 - the full name of child and date of birth;
 - the name of medication and strength;
 - who prescribed it;
 - the dosage to be given in Happy Adventures Preschool and Forest School;
 - how the medication should be stored and its expiry date;
 - any possible side effects that may be expected; and
 - the signature of the parent, their printed name and the date.
- ✦ The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the key person/manager. Parents 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 book 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 key person/supervisor; and
- Parent's signature. **Storage of medicines**

- ✦ All medication is stored safely in a cupboard out of reach of children or in a cool box as required.
Where the cupboard is not used solely for storing medicines, they are kept in a marked plastic box.
- ✦ The child's key person 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 Happy Adventures Preschool and Forest School to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.
- ✦ If the administration of prescribed medication requires medical knowledge, the manager, with advice from the parent, will ensure training is provided for the relevant member of staff by a health professional.

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 key person. 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 Happy Adventures Preschool, 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 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.
- ✦ A health care plan for the child is drawn up with the parent; outlining the key person'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 frequently 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