

Acorn Pre-school and the Mighty Oaks Clubs, Shefford

Administering medicines

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

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 Acorn, 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 whilst at Acorn. If a child has not had a medication before, especially a baby/child under two, 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.

All staff are responsible for the correct administration of medication to the children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

EYFS key themes and commitments

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

Procedures

- A child who is taking prescribed medication must be well enough to attend Acorn.
- Only medication which has been prescribed for a child by a doctor (or other medically qualified person) will be administered. It must be in-date and prescribed for the current condition.

1. Administering medicines

- Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as a high temperature. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication
- 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 will check that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent 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;
 - who prescribed it;
 - the dosage and times to be given in the setting;
 - the method of administration;
 - 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 on our permission to administer medicines consent form each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the form to acknowledge the administration of the medicine.
- If the administration of prescribed medication requires medical knowledge, we will obtain individual training for the relevant 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 a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- We monitor our consent forms to look at the frequency of medication given at Acorn. 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 in a cupboard inaccessible to the children 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. We check that any medication held At Acorn, is in date and return any out-of-date medication back to the parent.

2. Administering medicines

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 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 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, we may 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 will 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; outlining our 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 will 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 receive a copy of the individual health plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, the key person for the child will accompany the children 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 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 and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- 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.
- This procedure should be read alongside the outings procedure.

Legal framework

The Human Medicines Regulations (2012)

See also

Managing children who are sick, infectious or with allergies policy and procedure

Contagious illnesses

Recording and reporting incidents and accidents

Outings procedure

This policy gained staff consent on 15th October 2014

This policy was the subject of parent consultation between 17th October 2014

And 7th November 2014

This policy was adopted at a minuted full meeting of the Committee held on

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Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs

Signature

Position **Date**