



# Totterdown Preschool

## Administering Medicine Policy

### Statement of Intent

Whilst it is not Totterdown Preschool's policy to care for sick children, who should be at home until they are well enough to return to pre-school, we will agree to administer medication, which has been prescribed by a doctor, as part of maintaining their health and well-being or when they are recovering from an illness.

### **Aim**

In many cases, it is possible for a child's GP's 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 during preschool hours. If a child has not had a medication before, it is essential that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect. If a child has taken Calpol before coming to preschool then you will need to take them home, unless you are able to justify the reasoning behind the medication being given. This is due to medications such as Calpol masking symptoms, if we find this to be the case then a 24 hour exclusion will be applied. A new course of antibiotics also requires the child to be kept at home and monitored for 24 hours.

### **Procedures**

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings; the manager is responsible for ensuring all staff understand and follow these procedures.

The manager/deputy manager/key worker 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.

- Children taking prescribed medication must be well enough to attend Totterdown Preschool.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff 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
  - Dosage to be given in the preschool
  - How the medication should be stored and expiry date
  - Any possible side effects that may be expected should be noted
  - Signature of the parent and dated.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:
    - Name of child
    - Name and strength of medication
    - The date and time of dose
    - Dose given and method
    - Any adverse reactions
  - Signed by the manager/deputy, and is verified by parent signature at the end of the day.
- Two members of staff should be present when medication is given, in order that the dosage can be checked twice, and the time it is given verified.

### *Storage of medicines*

- All medication is stored safely in named clear plastic pouches. The pouches are kept in a box which is kept out of children's reach in the kitchen, and/ or are refrigerated.
- The manger/deputy/key worker 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 preschool. The manager will 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.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of 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 their key person or manger/deputy/key worker 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 SENDco 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 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 is part of the risk assessment.
- The risk assessment includes vigorous activities and any other preschool 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 and medical professionals involved; 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 regularly. 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, including the parent, signs it.

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

- If children are going on outings, staff accompanying the children must include the key person 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 sealed plastic pouch clearly labelled with the child's name and name of the medication. The medicine record book is also taken.
- On returning to the preschool, if the medication has been taken, the medicine record book is signed by the parent.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic pouch clearly labelled with the child's name, name of the medication and the medicine record book.
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the outings procedure.

Agreed by .....

Review by Claire Childs and Shamira Lumsden on August 2021

#### STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: