Administrating medicines policy

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. In many cases, it is possible for children’s GPs to prescribe medicine that can be taken at home in the morning and evening. Administering medicines in setting will only be done where it would be detrimental to the child’s health if it was omitted. This is a prescription which requires administration four times a day or is required as part of the child’s on-going medical needs, i.e. diabetes, allergies requiring an epi-pen or asthma. Training must be given to at least 3 full time staff and the child’s keyworker.

Procedures

• If a child has not had a 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. • Children taking prescribed medication must be well enough to attend the setting.

• A health care plan should already be in place, and a signed Parental Agreement Administer Medicine form is also required before the setting can administer any prescribed medication.

• Only medication prescribed by a doctor or other qualified person is administered. It must be in-date and prescribed for the current day.

• 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 setting;
* how the medication should be stored and expiry date;
* any possible side effects that may be expected should be noted; and
* signature, printed name of parent and date.

• We record all instances of administered medicine in the medication record book, and it is kept in the filing cabinet of the office. We record the date, time and dosage given as well as the initials of the person administering the medicine and the initials of a witness, the parent is then asked to sign the form when they collect their child at the end of the day.

*Storage of medicines*

* All medication is stored safely in a designated cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
* The manager or FAMC 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 the pre-school. The manager and FAMC 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.

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of | Padbury Pre-school |  |
| Held on | 23/09/21 |  |
| Date to be reviewed | June 2024 |  |
| Signed on behalf of the committee | RMBiswell | |
| Name of signatory | Rachel Biswell | |
| Role of signatory | Pre-School Manager | |