



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Promoting Health and Hygiene

Administering Medicines

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 the setting, we will agree to administer medication 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 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 in the setting. 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.

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.

All the team are responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed fully; medicines are stored correctly, records are kept in accordance with procedures and after school staff are informed if these need signing.

Staff members must not be under the influence of drugs or alcohol when reporting for work or during work time. If they are taking medication or herbal remedies that may affect their work performance, or the safety of themselves or others, they must inform the Manager as soon as possible of which medication they are taking and the possible side effects. Staff medication should be stored safely.

We use the Pre-school Learning Alliance's Publication Medication Record for recording administration of medicine and comply with the detailed procedures set out in that publication.

Storage of medicines

- All medication is stored safely on a high shelf in the office cupboard (in a marked plastic container) or refrigerated.
- All staff are 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 setting at all times. Miss Turner checks that any medication held to administer on an as and when required basis, or on a regular basis, is in date and she 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 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 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 the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition, although non-prescribed medicines such as piriton, eczema cream or nappy rash cream, may be used with a full consent form from the parent to maintain a child's wellbeing throughout the day. We will not administer eye drops even if these have been prescribed.
- 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 if its prescribed or not;
 - 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.
- The administration is recorded accurately each time it is given, witnessed and signed by staff. Parents sign the consent form again to acknowledge the administration of a medicine.
- 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 nursery 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; 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 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, including 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 box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the consent form which is to be filled in on administration of medicine.
- On returning to the parent, the parent signs the form to acknowledge this.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic bag clearly labelled with the child's name and name of medication. Inside the box is a copy of the consent for signed by the parent.

Legal framework

- Medicines Act (1968)

Further Guidance

Managing Medicines in Schools and Early Years Settings (DfES 2005)

<http://publications.teachernet.gov.uk/eOrderingDownloading/1448-2005PDF-EN-02.PDF>

Other useful publications: Pre-school Learning Alliance

- Medication Record (2006)
 - Registers and Outings Record (2006)
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- Date Policy was written and agreed by all staff:

 - Signed:

 - Position: