



Crossways site: (registered office)

Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ
01454 867283
crossways@firststeppreschool.co.uk

www.firststeppreschool.co.uk

Play • Learn • Grow

Administering Medicines Policy

Policy statement

First Step Pre-school Ltd promote the good health of children attending and will take necessary steps to prevent the spread of infection. We will agree to administer medication as part of maintaining their health and well-being if appropriate. Any medicines which are necessary to maintain the health of a child, are given correctly and in accordance with legal requirements. 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. Manager/Deputy are responsible for the correct administration of medication. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

- We will notify our insurance provider of any medical condition deemed high risk, a risk assessment will be carried out.
- Medication must be prescribed for a child by a doctor (or other medically qualified person). Non-prescription medication will not be given.
- Children's prescribed medicines are stored in their original containers, are clearly labelled (with dosage etc) and are inaccessible to the children. On receiving the medication, the Manager/deputy checks that it is in date and prescribed specifically for the current condition.
- The Manager/Deputy receiving the medication will ask the parent to sign a consent form. No medication may be given without these details being provided:
 - the full name of child and date of birth;
 - the name of medication;
 - the dosage and times to be given;
 - the method of administration;
 - how the medication should be stored and its expiry date;
 - the signature of the parent, printed name and date.
- The administration of medicine is recorded accurately on the medication record document each time it is given and is signed by the person administering the medication and a witness.

Parents/carers are shown the record at the end of the day and asked to sign the record document to acknowledge the administration of the medicine.

- If the administration of prescribed medication requires medical knowledge, we obtain individual training for staff by a health professional.
- 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 staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Storage of medicines

- All medication is stored safely or refrigerated as required. Where the refrigerator is not used solely for storing medicines, they are kept in a marked container or bag.
- When necessary the staff are responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when required basis. Staff check that any medication held in the setting, is in date and return any out-of-date medication back to the parent/carer.
- All staff are aware of where all medications are stored.

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 ongoing medication. This is the responsibility of the Manager/Deputy. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers can contribute to the 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, 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.
- An individual care plan for the child is drawn up with the parent; outlining the staffs role and what information must be shared with other adults who care for the child. The individual Care plan should include the measures to be taken in an emergency.
- We review the individual care 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.

Managing medicines on trips and outings

- If children on medication are going on outings, a member of staff will accompany the children with a risk assessment, individual care plan and consent form.
- Medication for children is taken in a sealed container or bag clearly labelled with the child's name and the name of the medication with the relevant documentation.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic container or bag. Inside the container or bag is a copy of the consent form signed by the parent/carer.
- This policy should be read alongside the outings policy

Staff Medication

Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes taking medication which makes a person drowsy. Staff must speak with the Manager and seek medical advice.

If staff take regular medication it must be kept in their locker, if an inhaler is needed this needs to be accessible but out of reach of children.

| | | |
|----------------------------------|---------------------------------|---------------------------|
| This policy was adopted by | First Step Pre-school Committee | <i>(name of provider)</i> |
| On | <u>November 2021</u> | <i>(date)</i> |
| Date to be reviewed | <u>November 2022</u> | <i>(date)</i> |
| Signed on behalf of the provider | | |

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____