



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 pre-school, 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 in the pre-school. 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.

Our Managers are responsible for overseeing 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. Medication may be administered by a first aider or by a person with appropriate certification.

Procedures

- Children taking prescribed medication must be well enough to attend the pre-school.
- We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). 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. On receiving the medication, the member of staff checks 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
- the signature of the parent, their printed name and the date
- The administration of medicine is recorded accurately in our medication record book 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 record book to acknowledge the administration of the medicine. The medication record book records the:
 - name of the child
 - name and strength of the medication
 - name of the doctor that prescribed it
 - date and time of the dose
 - dose given and method
 - signature of the person administering the medication and a witness who verifies that the medication has been given correctly
 - parent's signature (at the end of the day).
- We use our own form recording the administration of medicine and comply with the detailed procedures set out in that publication.
- If the administration of prescribed medication requires medical knowledge, we obtain individual training for the relevant member of staff by a health professional if available.
- 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.
- If we notice patterns in the type and frequency of medication given in the pre-school. 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

- The staff are responsible for ensuring medicine is handed back at the end of the day to the parent. This is checked by the manager/deputy.
- 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 pre-school, is in date and return any out-of-date medication back to the parent.

Medications that are stored in our pre-school for regular or as-and-when administration are stored in individual bags with the child's name clearly marked. When the child is in the pre-school the medications are in the evacuation bag, hanging from the wall next to the cupboard door. When the setting is closed the medication is stored in a locked filing cabinet.

Medications that are bought into the pre-school each session are stored in a named box on the windowsill nearest to the main entrance door, or in the fridge if required. They are kept out of reach of children and returned to the parent/carer at the end of the session.

All regular staff are aware of this, and new staff are informed as part of their induction.

All the information required to administer the medication is stored with the medication. Permission forms from parents are stored separately.

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. If appropriate they will be shown around the pre-school, 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 of 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 health plan for the child is drawn up with the parent; outlining the key person's 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 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, either the key person for the child will accompany the group, or another member of staff who is fully informed about the child's needs and/or medication. This member of staff will carry a risk assessment.
- Medication for a child is taken in a sealed container, clearly labelled with the child's name, the original pharmacist's label 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. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.

- On returning to the setting the card is fixed to the medicine record book, or the information is transferred to the 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 container 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 our outings procedure.

Legal framework

- The Human Medicines Regulations (2012)

Other useful publications

- Medication Administration Record (Pre-school Learning Alliance 2017)
Daily Register and Outings Record (Pre-school Learning Alliance 2018)