**Pound Hill Pre-School Policy and Procedures**

**6.1 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 prescribed medications as part of maintaining their health and well- being or when they are recovering from an illness.

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 the 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.

These procedures are written in line with guidance in Managing Medicines in schools and Early Years settings 2005.

**Procedures**

* Children taking prescribed medication must be well enough to attend the setting.
* Only medication prescribed by a doctor is administered. It must be in- date and prescribed for the current condition
* Children’s prescribed medicines are stored in their original containers; they must be clearly labelled with the child’s name and dosage instructions (as per pharmacy labelling).
* Practitioners receiving the medication will take responsibility for administering the medication. They will ask the parents to sign a consent form stating the following information. No medication may be given without these details being provided.
* The full name of child
* Name of medication including strength
* The dosage, when and how to be administered
* Signature of parent and date.
* The administration of medicine is recorded accurately in our medication record book each time it is given and signed by parents and practitioner administering medicine. Parents sign the record at the beginning and end of the session

*Storage of medicines*.

* All medicines stored are inaccessible to children
* All medicines are stored in a locked cupboard outside pre-school hours, whilst during pre-School hours they are stored, in a marked plastic box / fridge as appropriate.
* For some conditions medication may be kept in the setting to be administered on a regular or as-and-when-required basis. These will be regularly checked to ensure they are still in date and returned to the parents if they become out of date.
* If the administration of prescribed medication requires medical knowledge, individual training will be provided as necessary. The child will not be able to attend the setting until this training has been received.
* No child may self- administer. Where children are capable of understanding when they need medication they are encouraged to tell a practitioner what they need. 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*

* The manager will complete a risk assessment for each child with long term medical conditions that requires ongoing medication. Other medical or social care personnel will be involved in the risk assessment if appropriate.
* Parents will also contribute to a risk assessment. They will 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.
* The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child’s health needs. Arrangements for taking medicines on outings is also considered,
* A health Care plan will be drawn up for the child and displayed on the safeguarding board visible only to staff. This plan will outline what procedures should be adopted in an emergency. This is reviewed every 6 months.

*Managing medicines on trips and outings*.

* If children are going on outings staff accompanying the trips must include practitioners who are fully informed and/ or trained of the child’s needs /medication.
* Medication will be taken in a sealed plastic envelope clearly labelled with the child’s name and the name of the medication. Inside the envelope 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. This card is stapled in to the medication book and signed by the parent, on return from the trip.
* If a child on medication has to be taken to hospital the child’s medication is taken in a sealed plastic envelope clearly labelled with the child’s name and the name of the medications. Inside the envelope is a copy of the consent form signed by the parent.

Exceptions to administering prescribed medication

Nappy rash creams and sun cream are the only exception to non prescribed medication that will be administered within Pound Hill Pre-School.

Name of signatory: ......K Platt........................................................

Role of signatory .......Manager.........................................................

Date: ........July 2021........................................................

Date to be reviewed .........01/09/2022.......................................................

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