

# THE ORCHARD COMMUNITY PRE-SCHOOL

Registered as Company Limited by Guarantee in England and Wales  
Registered Office: 17a Elmside, Milford, Godalming, Surrey, GU8 5EG  
Registered Number: 8791069  
Registered Charity Number: 1154900

## 25. 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.

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 pre-school. 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 no adverse effect 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 Pre-schools; the Manager is responsible for ensuring all staff understand and follow these procedures.

Where possible, the child's key person will take responsibility for the administration of medication to a child, but otherwise any other member of staff will undertake the task. This includes ensuring that parent consent is given by signing the medication book, that medicines are stored correctly and that records are kept according to procedures. The Manager is responsible for overseeing the administering of medication.

### Procedures

- Children taking prescribed medication must be well enough to attend the pre-school.
- Only medication prescribed by a GP or Pharmacist is administered. It must be in-date and prescribed for the current condition.
- We will administer paracetamol (Calpol) to a child ONLY in an emergency situation to reduce fever until a parent/carer arrives to pick the child up. This is providing prior consent has been given in writing. We WILL NOT top up Calpol doses during the day. If your child has needed Calpol in the morning then they are not well enough to attend pre-school.
- 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 by signing the medication book. The staff receiving the medication must ask the parent to sign the book 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 pre-school;
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted;
  - signature, printed name of parent and date.
- Staff administer the medicine in pairs – one member of staff to administer the medicine to the child and the other to act as witness. They each sign the medication record book.

When a parent brings medication into the pre-school, the member of staff on entrance/departure duty will pass them to another available member of staff who will complete the book. That member of staff then stays with the parent whilst the book is completed and ensures that the medication is safely stored. Staff learn about the medication procedure and where the book is kept as part of their induction during the first weeks of their employment.

The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given and method; and is
- signed by the staff member as she fills in the form and is verified by parent signature at the end of the day.

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 in a box that is marked with the child's name and placed either on a high shelf or in the case of antibiotics, in the refrigerator.
- A member of staff takes responsibility 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. Any medication that is held in the pre-school to administer when required, or regularly, is checked with regard to expiry date. Any out-of-date medication is returned to the parent.

Inhalers, together with parental consent and dosage information, are stored in separate named/photo boxes with the First Aid Box.

With regard to medication that requires refrigeration, staff are informed about it at the time it is placed in the fridge.

- 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 on 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 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 for staff are 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 the parent, signs it.

#### *Managing medicines on trips and outings*

- If children are going on outings, staff accompanying the children must be fully informed about the children's specific 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 and a card to record when it has been given, with the details as given above.
- On returning to the pre-school the card is stapled to the medicine record 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 plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure is read alongside the outings procedure.

#### **Legal framework**

- Medicines Act (1968)

#### **Further guidance**

- Managing Medicines in Schools and Early Years Pre-schools (DfES 2005)  
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>