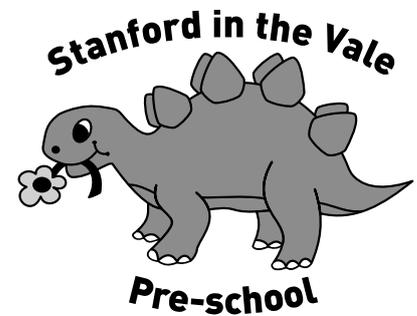


Recreation Ground  
Huntersfield  
Stanford in the Vale  
Faringdon  
Oxfordshire, SN7 8LR



## 1.3.1 - ADMINISTRATION OF MEDICINES AND MEDICAL DEVICES

Revised November 2017

### Statement of Intent

Stanford Pre-school promotes the good health of children, takes positive steps to prevent the spread of infection and takes appropriate measures when children are ill. 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 children's health and well-being or when they are recovering from an illness where appropriate.

Stanford Pre-school adheres to the guidance given in the Early Years Foundation Stage (2014)

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 setting.

These procedures are written in line with guidance Managing Medicines in Schools and Early Years Settings; the manager is responsible for ensuring all staff understand and follow these procedures.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager, deputy manager or session leader is responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

### Legal Framework

The Human medicines Regulations (2012)

### Procedures

- Children taking medication must be well enough to attend the setting.
- Medicines must not usually be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. Exceptions to this are at the discretion of the manager and parents must complete all the relevant paperwork and sign giving permission.

- Any medicine administered in Preschool must be in-date and prescribed to the child for the current condition by a medical professional (medicines containing aspirin should only be given if prescribed by a doctor).
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to children.
- Parents give prior written permission for the administration of medication. The staff member receiving the medication must ask the parent to sign a consent form stating the information. No medication may be given without these details being provided:
  - the full name of the child and date of birth;
  - the name of medication and strength;
  - who prescribed it;
  - the dosage to be given in the setting; how the medication should be stored and its expiry date;
  - any possible side effects that may be expected; and
  - the signature of the parent, their printed name and the date.
- The administration of medicine is recorded accurately on a medication record form each time it is given and is signed by the key person/manager of the session. Parents are shown the record at the end of the day and asked to sign the record form to acknowledge the administration of the medicine. The medicine record form records the:
  - name of the child;
  - name of medication and strength;
  - date and time of the dose (The person administering the medicine will check the expiry date has not elapsed);
  - dose given and method;
  - signature of the key person/manager of the session; and
  - parents signature.
- Parents must be contacted by telephone if the child remains unwell after the administration of the medicine and requires collection. Further medicine will not be administered.
- Medication may be kept overnight on Stanford Pre-school's premises if stored out of reach of children.

### **Storage of medicines**

- All medication is stored safely in the kitchen area, out of reach of children, refrigerated or in the kitchen cupboard if asthma medication.
- The child's key person or session manager is 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, for example an Epi-pen. Key persons check that such medications are in date, returning any out-of-date medication back to the parent.
- All staff are aware of how medicines should be stored.
- If the administration of prescribed medication required medical knowledge, individual training is provided for the relevant members of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record slip and while this medication is administered for Child Protection purposes.
- 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 or member of staff 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 going medication**

- A Personal Care Plan is carried out for each child with long-term medical conditions that require on going 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 plan
- Parents will also contribute to the plan.. They should be shown around the setting, understand the routines and activities and identify 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 is part of the risk assessment.
- The Care Plan includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The Care Plan includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- The Personal Care Plan will also include the measures to be taken in an emergency.
- The Personal Care Plan is reviewed every six months or more frequently, if necessary. This includes reviewing medication, e.g. changes to the medication or the dosage, and side effects noted etc.
- Parents receive a copy of the Personal Care Plan and each contributor, including the parent, signs it.
- Information about the child's medication and Personal Care Plan may be sent to pre-school's insurance company if required.

### **Key person for special needs children – children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc**

- Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- Staff are to have the relevant medical training/ experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.
- Copies of all letters relating to these children must be sent to our insurance company for appraisal. Written confirmation that our insurance cover has been extended will be kept on file.

### **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 an appropriate container and must contain the child's name, and medication, along with a copy of the consent form and a medication record form to be completed in the event of the medications use.
- On returning to the setting the medication slip is signed by parents when collecting their child at the end of the session.
- If a child on medication has to be taken to hospital, the child's medication is taken in an appropriate container and must contain the child's name, and medication, along with a copy of the parental consent form.

- As a precaution, children should not eat when travelling in vehicles.
- This procedure should be read alongside our Outings Procedure.

### Sun Cream

It is a parent's responsibility to apply sun protection products to their child and supply a sun hat as the children regularly take part in outdoor play. Stanford Pre-School staff will not apply sun protection products unless the child is attending for the whole day. In this instance sun cream may be administered during the lunchtime period in full view of another staff member. Staff members applying sun cream may wear gloves. Children's sun cream in this instance must be kept in the setting at all times in the sun cream box. It must be named and parents must sign a permission slip (usually at induction).

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	