|  |  |
| --- | --- |
| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**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 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 setting. 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.

Our Lead Practitioner and Deputy Lead Practitioner are responsible for the correct administration of medication to children who attend our setting. 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 Lead Practitioner, practitioners are responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions as laid out in our insurance policy.

**Procedures**

* Children taking prescribed medication must be well enough to attend the setting.
* We will 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.
* In addition, if a parent wishes we will administer paracetamol-based infant medication. The instructions from the parent should match the instructions on the packaging. Ideally, the parent will provide the medication and inform staff when the last dosage was taken. The medicine will be stored as other medication and will be returned to the parent at the end of the session.
* In the event of a child becoming unwell during the day, staff will use their professional judgement to decide if medication would help the child, or if the child is too unwell to be in the setting to request the parent to collect the child.
* We will attempt to contact the parents for permission to administer paracetamol-based medication. Upon registration, parents will give written consent to allow staff to do this. We will check if /or when the child may have received prior medication that day. If the parent cannot be contacted staff will ensure that the child has been at pre-school a minimum of 4 hours to avoid overdosing. The preschool will keep a bottle of paracetamol-based medication on the premises for cases such as this. In all instance’s parents will be required to sign the medication book at the time of collecting their child.
* 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; and
* 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]; and
* parent’s signature.
* We use the Early Years Alliance Medication Administration Record book for 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 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.

*Storage of medicines*

* All medication is stored safely in a marked plastic box during pre-school sessions out of reach of children. The box is then locked in the back cupboard at the end of each day. All staff are informed of this at induction.
* The Lead Practitioner/Deputy Lead Practitioner are 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 to be administered on a regular or as-and-when- required basis. Lead Practitioner/Deputy Lead Practitioner check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

*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 Lead Practitioner 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 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, 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 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.
* 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 adults who care for the child.
* The health care plan should include the measures to be taken in an emergency.
* We review the health 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.
* 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, the key person for the child will accompany the children 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 a sealed plastic box clearly labelled with the child’s name 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.
* On returning to the setting 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 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 the outing’s procedure.

**Legal framework**

* The Human Medicines Regulations (2012)

**Useful Early Years Learning Alliance publications**

* Medication Record (2013)
* Daily Register and Outings Record (2012)

**6.1 Administering Medicines**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2025**