

Severn Beach Preschool

Administering medicines

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.

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 setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 24 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Staff members are responsible for 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.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. 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.
- 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 following information. No medication may be given without these details being provided:
 - Name of medication
 - Health reason for giving it
 - Last dose given and time for next dose/s
 - Dosage to be given in the setting
 - How the medication should be stored
 - Staff should be aware of any possible side effects
 - Signature of parent and date
- Medication will be administered by Cathie Crew or, in her absence, Debbie McNamara, there will therefore be no chance of double dosing.
- The administration is recorded accurately each time it is given and is signed by the staff member. Parent to sign the record book to acknowledge the administration of a prescribed medicine at the end of the day.

- If the medication is not given for whatever reason, parents will be informed and they will sign to acknowledge they have been told.

Storage of medication

- All medication is stored safely out of reach of the children.
- Medication is handed back to the parents at the end of each session.
- For some conditions some medications will be stored in the setting. Manager to check that any medicines held to administer on an as a when required basis, or on a regular basis, is in date and returns out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for staff members by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example Asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child needs medication.

Children who have long term medical conditions and who may require 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 management team. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to the risk assessment. They should be shown around the setting, understand the routings 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 basics 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 risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- Prescribed medication may be given as agreed by parents/carers on an ongoing basis at a set time. This information is reviewed regularly and at least each big term to ensure dosage is still correct. In reality this will be checked every day as parents sign to confirm administration.
- For children who may suffer with Asthma, spare inhalers and spacers are kept in preschool and arrangements are reviewed at least once every big term with parents.