

**General Welfare Requirement: Safeguarding and Promoting Children's Welfare**

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

## **Little Elves Community Pre-School Ltd**

### **Promoting health and hygiene**

#### **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 essential 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 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 Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

Where possible, 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 Supervisor is responsible for the overseeing of administering medication.

Only those staff who are confident to administer medication will be required to do so.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

## Procedures

- Children taking prescribed medication must be well enough to attend the setting as agreed with the Manager or Deputy Manager.
- Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (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 the children.
- Parents give prior written permission for the administration of medication. The staff 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:
  - full name of child and date of birth;
  - name of medication and strength;
  - who prescribed it;
  - dosage to be given in the setting;
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted; and
  - signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the form to acknowledge the administration of a medicine. The medication record shows:
  - name of child;
  - name and strength of medication;
  - the date and time of dose;
  - dose given and method; and is
  - signed by key person/manager; 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 the office or is refrigerated.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept permanently in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- 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.
- These procedures also apply to the usage and storage of blood glucose monitoring kits for children with diabetes.
- Medicines will be returned to the parent when the child leaves the setting.

### *Blood glucose monitoring*

- Blood glucose monitoring can be carried out by the child's key person or specifically trained staff. All staff have been trained and will refresh when necessary.
- Administration is carried out on an individual basis as demonstrated by healthcare professionals (e.g. a diabetes nurse) during training.
- Training will be sought for each individual case.
- Detailed procedures for administration are kept with the medication record and are strictly adhered to.
- If staff are unsure, parents will be called for clarification, no matter how frequently this is required.
- The same recording procedures apply as with administration of medication.
- Used needles are stored in a lidded plastic container in an allocated drawer of a locked filing cabinet. They are returned to the child's parent at the end of every session.
- Staff on duty will be informed that used sharps are on the premises and will not be allowed to use the specified filing cabinet drawer.

### *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 and the deputy 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 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 is 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 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 a sealed plastic box clearly labelled with the child's name and the name of the medication. Medication forms will be taken on the trip, Parents or carers will sign form on collection of child.
- 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, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the outings procedure.

## Legal framework

- Medicines Act (1968)
- EYFS

## Further guidance

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

This policy was adopted at a meeting of	Little Elves Community Pre-School Ltd
Held on	16 May 2018
Date to be reviewed	Annually
Signed on behalf of the management committee	
Name of signatory	Sam Couzens
Role of signatory (e.g. chair/owner)	Chair

## Other useful Pre-School Learning Alliance publications

- Medication Record (2006)
- Register and Outings Record (2006)