



The Village Hall, Barking, Ipswich, IP6 8HP
Tel: 07552 410825
Registered Charity No: 1159369

Medicines Policy

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, especially a baby/child under two, 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 "Supporting pupils at School with Medical Conditions 2014" and the Manager is responsible for ensuring all staff understand and follow these procedures.

The Pre-school Manager is 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. In the absence of the Manager, the Deputy Manager is responsible for the overseeing of administering medication.

- 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.
- **Barking Pre-school WILL NOT administer paracetamol or other un-prescribed medicines.**
- 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.



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- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record card to acknowledge the administration of a medicine.

Storage of medicines

- All medication is stored safely in an individual basket in the kitchen or refrigerated. Where the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The Manager is responsible for ensuring medicine is handed back at the end of the day to the parent. **Medicines WILL NOT be kept at 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.

All staff are made aware, via the Pre-school Manager, of any prescribed medicines for any individual child. These medicines will be stored in the setting's fridge if applicable, which is located in the kitchen area, whereby children are prohibited from entering. All medicine will be in a clearly marked container with all relevant details attached as stated in the policy details above. If members of staff do not feel that it is appropriate to administer a medication within pre-school time, the Pre-school Manager will liaise with the parent/carer.

- 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.

Children who have long term medical conditions and who may require an 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 will 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 all 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.



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- 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 and a parent.
 - Medication for a child 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 and a card to record when it has been given, with the details as given 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, 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.
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- **Preschool staff reserve the right to request a child be kept away from pre-school if they are concerned that the child is unwell or infectious to others (until recovery or is under control by treatment).**

Signed:
Chairperson

Date: