



04 Health procedures

04.02 Administration of medicine

Policy Statement

Whilst it is not our policy at The Early Bird Pre-School (Letchworth) to care for sick children, who should be at home until they are well enough to return to the pre-school, we will agree to administer prescribed 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 a GP 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 at the pre-school. Where a child has not had a medication before, we advise that the parent keeps them off for the first 24 hours to ensure there are no adverse reactions as well as to give time for the medication to take effect.

The setting managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- The key person, wherever possible, is responsible for administering medication to their key children; ensuring consent forms are completed, medicines stored correctly and records kept according to procedures. In the absence of the key person, a senior staff member is responsible for overseeing the administering of the medication.
- Parents give prior written permission for the administration of medication in our record book. The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine at the end of each day.
- Only prescribed medication will be administered. It must be in-date and prescribed by a GP, dentist or pharmacist for the current condition, with a visible label that can be checked.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication ask the parent to sign the record book stating the following information. No medication is given without these details:
 - full name of child and date of birth
 - name of medication and strength
 - who prescribed it



dosage to be given

- how the medication should be stored and expiry date
- a note of any possible side effects that may be expected
- signature and printed name of parent and date

Storage of medicines

All medicines are stored safely in a marked plastic box. Refrigerated medication is stored separately or clearly labelled in the fridge.

- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication for an individual child may be kept at the setting. Key persons check that any medication held at the setting is in date and return any out-of-date medication to the parent.
- If the administration of a prescribed medication requires medical knowledge, individual training is provided for the relevant staff member(s) by a health professional.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

Record of administering medicines

The medicine record book is kept in the Health and Safety cupboard

The medicine record book records:

- name of child
- name and strength of medication
- the date and time of dose
- dose given and method
- signed by key person/setting manager
- verified by parent signature at the end of the day

A witness signs the medicine record book to verify that they have witnessed medication being given correctly according to the procedures here.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.



- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Children with long term medical conditions requiring ongoing medication

- Risk assessment is carried out for children that require ongoing medication. This is the responsibility of the setting manager and key person. Other medical or social care personnel may be involved in the risk assessment.
- Parents contribute to risk assessment. They are shown around the setting, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.
- A health care plan for the child is completed fully with the parent; outlining the key person's role and what information is shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- Children are accompanied by their key person, or other staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and a card to record administration, with details as above.
- The card is later 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 as above.
- This procedure is read alongside the outing's procedure.



Staff taking medication

Staff taking medication must inform their manager. The medication must be stored securely in the office. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.