**5.1 Administering medicines**

**Policy statement**

At Woolston Preschool we ask parents and carers to keep their child at home if they are unwell and they can return to preschool when they are well enough. However, we will administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We will only administer prescribed medicine from the doctors, the only exception to this is nappy cream. Generally, administering medicines will only be done where it would be detrimental to the child’s health if not given in the setting.

**Procedures**

* Children taking prescribed medication must be well enough to attend the setting.
* If a child has not had medication before, we advise parents to keep the child at home for the first 48 hours to ensure no adverse effects.
* With the exception of the above only prescribed in-date medication is administered for the condition for which it was given.
* Prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. These are stored in the first aid cupboard.
* 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.:
* 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;
* signature, printed name of parent and date.

No medication may be given without these details being provided.

* The medication should then be stored according to the medication label and only when the consent form is complete.
* Each administration is recorded accurately and signed by a member of staff and a witness. Parents sign to acknowledge the administration of a medicine. The medication forms record the following information:

*name of child;*

*name and strength of medication;*

*the date and time of dose;*

*dose given and method*

*signature of staff member administering the medicine and signature of the witness;*

*A signature from the parent at the end of the day to verify they have seen that the medicine has been given.*

***Storage of medicines***

* All medication is stored safely in our first aid cupboard or the refrigerator.
* The staff member getting the parent to sign to acknowledge the medication has been given will ensure medicine is handed back at the end of the day to the parent or carer.
* For some conditions, medication may be kept in the setting. The manager or deputy checks that medication held is in-date regularly and out-of-date medication is returned to the parent.
* If the administration of prescribed medication requires medical knowledge, individual training is provided for members of staff by a health professional.
* No child may self-administer. Where children are capable of understanding when they need medication, (e.g. asthma) they should be encouraged to tell staff. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

***Children who have long term medical conditions/require on ongoing medication***

* The manager is responsible for ensuring a risk assessment is carried out for each child with long term or on going medical conditions that require medication. Other medical/social care personnel may be involved so ensure that there is a consultation between professionals.
* Parents should contribute to a risk assessment. They should be shown around the setting, understand the routines/activities and point out any risks for the child.
* For some medical conditions key staff will need to have training in a basic understanding of the condition and correct administration of the medicine. 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 (HCP) 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 HCP should include the measures to be taken in an emergency.
* The HCP 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.
* Parents receive a copy of the HCP 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 be 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, with the details as given above.
* On returning back to preschool the card is stapled to the medication record form 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.

**Supporting Documentation in place at the setting**

* Risk Assessment book/folder
* Medical Records book
* Medical Consent form
* Health Care plan
* Registration form

This policy was adopted at a meeting of Woolston Pre-Schools held on 4 Jan 2018

Reviewed: December 2023

**Role on committee: Nominated person Woolston Preschool manager**

Signed by Name Gemma Woodward

Date Date

Name of Signatory: Signature