

Pre School At St Saviours

Medication Policy

Aim

Our setting promotes the good health of children and staff. We take positive steps to prevent the spread of infection and appropriate measures when they are ill. All children with medical needs receive proper care and support whilst in the setting.

- All members of staff are informed where to access consent forms and details of administered medication during regular staff meetings, this is noted in the minutes.
- Information about each child's medical needs are collected on the 'Enrolment Form' which is filled in before the child starts at the setting. The parents are then asked to fill out a more detailed form of their child's medical needs including any medicines that their child needs where appropriate.
- Members of staff check and record when, how much and why a child has had medicine before attending the setting with the child's carer/parent on arrival. This is then noted on the child's medication form. Reminders to let us know are on the notice board and put in the half termly newsletters.
- The procedure for managing prescription medicines that need to be taken during the session are that these medicines should only be taken in the setting when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the sessions.
- We make sure that the following details are recorded when administering medication by having another member of staff witness the medication being taken and signing the administration form.
 - o Prior written permission from parents.
 - o Name of the child.
 - o Date of birth of the child.
 - o The date.
 - o The name of the medicine.
 - o The expiry date of the medicine.
 - o The time and frequency of administration.
 - o Member of staff's signature and staff witness signature.

- o The dosage.
- o Parental acknowledgement.

□ The procedures for managing prescription medicines on trips and outings are that the medication is kept in a locked box and looked after by the Manager in charge. Medication forms will also be taken to fill in as we would in the setting.

□ All practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises is securely stored, and out of reach of children, at all times. Staff are required to fill out a 'Staff declaration form' regarding any medication they are taking.

The managing and administering of medication is noted in each staff's employment contract.

□ The procedure regarding a child that refuses to take their medication, is to try to encourage the child to take the medication in a calm and friendly manner. The child will never be forced to take the medication. This information would be recorded on the medication form. The parent/main carer would be informed either immediately or at the end of the session whichever is appropriate.

□ If a child becomes ill whilst at the setting we contact the parent/carer immediately. The child is made as comfortable as possible and supported by a member of staff.

□ If a child has long-term or complex medical needs we would write up a health care plan with parents and relevant health professionals to include: details of a child's condition, special requirements, for example dietary needs, pre-activity precautions and any side effects of the medicines.

□ Emergency Procedures

- If a child becomes sick and can move, a member of staff would look after that child while another member of staff contacts the parent or carer.

- If a child is injured and cannot be moved a member of staff would stay with the child whilst another member of staff would take the remaining children to another room while the manager in charge or another staff member would contact the ambulance and the parent/carer.
- If a child became ill during an outing a staff member would stay with the child and the manager in charge would telephone the parent/carer.

RIDDOR and Ofsted would be informed (see our Health and Safety Policy)

The setting always has at least one member of staff with a current First Aid certificate on our premises or on an outing. Currently all Staff are First Aid Trained. First Aid training is accredited by approved first aid training organisations and includes first aid for infants and young children, which is consistent with the guidance issued to local authorities by the Secretary of State.

All staff have completed on line EpiPen training in line with our Insurance requirements.

□ All staff are trained to deal with children's medical needs depending on their needs. This includes access to training from qualified health professionals that is specific to the individual child concerned.

Non-prescribed medication

Non-prescribed medication is only administered if it is in the best interest of the child and we have full written permission by the parent to do so. We get written permission from parents to administer antihistamine medication in an emergency such as a reaction to a sting.

To ensure the best interests of all children in our care are met regarding infection control, we state that children should not return to the setting for 48 hours after diarrhoea and/or vomiting. We also display the Health Protection Poster which states details of infectious illnesses and how they should be dealt with.

Children under 16 are never given medicines containing aspirin unless a doctor has prescribed that medicine for that child.

- Care is needed in the administration of any medication. When administering medication to children, we always consider the following:
 - o finding out when, how much and why a child has had medication before attending our setting
 - o having a record of parental consent
 - o recording the name of the person who administered the medicine and the circumstances and a witness signature
 - o recording details of any dosage given, when it was given and the amount of the dose
 - o contacting the parent by telephone before administering any medicine when appropriate.
 - o making sure that the expiry date for the medicine has not elapsed.
 - o medication is kept in a locked box out of the reach of children. Medication that needs to be kept cold is put in the fridge in an airtight container.
 - o children's individual emergency medication is available at all times
 - o the accessibility and security of records detailing medication administered is kept in the white cupboard in the main hall.
 - o the use of preparations, such as sun creams, lotions and nappy creams, meet the needs and preferences of the children and their parents
 - o staff medication is stored in the lock medication box.

Storage of medication

- All medication is stored in the locked medication box.
- The supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration?
- Medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- all emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to staff or the children that use them as they are kept in the medication box which is situated on the top of the white cupboard in the main hall during each session.
- All unused medication will be returned to the parent. Parents should also collect medicines held at the end of each term and then brought back in at the beginning of the next term.

Prior parental consent for emergency treatment

- In the case of a serious accident or illness occurring, we contact the parent immediately and take appropriate action. In the unlikely event of the parent or the emergency contact person not being available, the Manager in charge will take responsibility until the emergency services arrive. All records on the child will be taken to hospital along with all

relevant details, including prior parental consent for emergency treatment.

□ We discuss with the children what to do in the event of an emergency, such as telling a member of staff. This is done during circle time. All staff know how to call the emergency services. Guidance on calling an ambulance is displayed on the kitchen wall and also a copy appears in the register.

□ All staff know that the Manager in charge is responsible for carrying out emergency procedures in the event of an emergency. A member of staff will always accompany a child taken to hospital by ambulance and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

□ Staff will never take children to hospital in their own car, it is safer to call an ambulance.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- All medication is stored in accordance with product instructions.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff and witnessed. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Signed on behalf of the Partnership

October 2019

Jeanette Samuel -

Partner