

1.4 Administering Medicines Policy

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 medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs 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 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Our staff are 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. The person in charge is responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Prescription medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol), for allergic reactions (e.g. Piriton) and teething gel, may be administered when there is a health reason to do so.
- Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of unprescribed medication is recorded in the same way as any other medication. Please note that we may administer children's paracetamol (unprescribed) for

children with the verbal consent of the parents in the case of a high temperature and the parents not having access to Family to acknowledge the medication form. This is to prevent febrile convulsions. Where temperatures do not decrease within 30 minutes of Calpol being administered, parents will be called to collect their child from the setting. If two doses of Calpol need to be given 4 hours apart during one session, the parents are to be called and it be recommended that the child be taken to see a GP.

- In the event that a child has a high temperature, attempts will be made to get in contact with carers with parental responsibility to seek verbal permission before the paracetamol (Calpol) is administered.
- Where contact cannot be made and where the child's temperature continues to be high, the person in charge will use their professional judgement to administer paracetamol (Calpol) without verbal permission.
- Paracetamol (Calpol) will only be administered where the child has been in our care for at least 4 hours and previous permission has been obtained through this parental permission agreement.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must authorise medication forms on Family prior to the administration of medication. The staff member receiving the medication will take it to the person in charge who will complete a medication form on Family. Medication forms state the following information; no medication may be given without these details being recorded:
 - Medication
 - Frequency (Unscheduled e.g. as needed or scheduled)
 - Dose (amount e.g. 5)
 - Dose (unit e.g. ml/puff)
 - Reason for medication
 - Medication expiration date
 - Known side effects
 - Other notes (e.g. storage, shake well before use, through spacer)
- Parents must then acknowledge the medication form before any medication can be administered.

- The administration of medicine is recorded accurately on the preauthorised medication form on Famly. The following information is recorded on the medication form: The medication record forms record:
 - When the medication was given
 - Who witnessed the medication being administered
 - Other notes (e.g. areas cream was applied, all was not swallowed)
 - The medication form will be logged by the manager who administered/oversaw the medication
- Parents must acknowledge the administration of the medication on Famly.
- If the administration of prescribed medication requires medical knowledge, we obtain individual training 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.
- The medication record forms are monitored to look at the frequency of medication given in the setting. 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.

Storage of medicines

- All medication is stored safely, out of reach of children, or refrigerated as required.
- Staff are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.
- Medicines are stored out of reach of children or, where applicable, on a high shelf in the fridge in the kitchen.
- All staff are informed of this storage place when they commence employment with the setting, during the induction period.

Children who have long term medical conditions and who may require ongoing medication

- Where necessary, we carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of our 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 form part of the risk assessment.
- The risk assessment includes vigorous activities and any other 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 advice is sought from the child's GP if necessary where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other adults who care for the child.
- The individual health plan should include the measures to be taken in an emergency.
 - We review the individual health plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- If children are going on outings, the key person for the child will accompany the children 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, the original pharmacist's label and the name of the medication. Inside the box is a copy of the consent and record form to record when it has been given. For medication dispensed by a hospital pharmacy, where the

child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.

- 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 and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure should be read alongside the outings procedure

This policy was adopted at a meeting of:	Baker Street Pre-School and Nursery Yate
Held on:	24.05.2022
Date to be reviewed:	May 2023
Signed:	Lauren Roche
Name of signatory:	Lauren Roche
Role of signatory:	Nursery Manager
Date of review:	14.8.23
Role of signatory:	Heather Baker - Deputy Manager
Date of review:	21/10/24
Role of signatory:	Chloe Baker - Director
Date of review:	13/10/25
Role of signatory:	Amy Sutcliffe - Deputy Manager