



Statutory framework requirement: Health - Medicines

Providers must have and implement a policy, and procedures, for administering medicines.

Medicines including administering medication 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.

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 the medication before, it is required that the parent administers the medication and keeps the child at home for the first 48 hours to ensure there are no adverse effects as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'.

The Early Years Manager is responsible for the correct administration of medication to all children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly (First Aid cabinet on the wall between the kitchen and the caterpillar room) and that records are kept according to procedures. In the absence of the Early Years Manager, the session leader (usually the Deputy) or key person is responsible for the over-seeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (**Medicines containing aspirin will only be given if prescribed by a doctor, children's un-prescribed paracetamol will not be administered**).
- 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:



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- the full name of child and date of birth
- the name of medication
- the dosage to be given in the setting
- how the medication should be stored and its expiry date
- whether the child is allergic to any medications at all
- the signature of the parent, their printed name and the date

A separate consent form must be completed for each medicine.

The administration is recorded accurately each time it is given and is signed by the member of staff who administered the medicine and by a witness. The person who collects the child is shown the record at pick up time and is asked to sign the 'Administering Medication' form to acknowledge the administration of the medicine.

Storage of medicines

- All medication is stored safely (high up on the wall in the First Aid box between the kitchen and the quiet room)
- The Early Years Manager is 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. The Early Years Manager will check that any medication held in the setting, like ventolin inhaler or epipen, is in date and return any out-of-date medication back to the parent.

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 on 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 Early Years Manager



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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 at Hartfield Playschool 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.
- 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 frequently 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.
- Medication for a child is taken in the rucksack or another 'outing' bag, and the medication form is taken too.
- If a child on medication has to be taken to a hospital by an ambulance, the child's medication and the copy of the 'medication form' will be taken too.



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- In this emergency a member of staff might accompany the child if the parent cannot be contacted and/or cannot return to Playschool in time, Hartfield Playschool will pass the responsibility for the medical care of the child to the trained medical professionals ie. Paramedics, nurses or doctors.

This policy was reviewed by the Early Years Manager: Debbie Arnett in line with the 'Essential policies and procedures for the EYFS' by Preschool Learning Alliance

This policy was adopted by Hartfield Playschool staff and Committee in February 2013.

Reviewed: January 2014

Reviewed (including Trustees): January 2015

Reviewed: September 2015

Reviewed: September 2016

Reviewed: March 2017

Reviewed and updated: September 2019

Reviewed September 2020

Reviewed: October 2021

Reviewed and updated: February 2022

Reviewed: