

Medicines

Administering Medicines

**Unique
Child**

**1.4 Health and
Wellbeing**

**Positive
Relationships**

**2.2 Parents as
Partners
2.4 Key Person**

**Enabling
Environment**

**3.2 Support Every
Child**

**Learning
Development**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to Haddenham Puddleducks Pre-school, we will agree to administer medication as part of maintaining their health and well-being or when recovering from an illness.

In many cases, it is possible for children's GP's 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 Haddenham Puddleducks Pre-school. If a child has not had medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect and to give time for the medication to take effect.

The key person or manager or her deputy of the day should be responsible for the correct administration of medication to a child. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

- *Children taking prescribed medication must be well enough to attend Haddenham Puddleducks Pre-school.*
- *Only prescribed medication is administered. It must be in-date and prescribed for the current condition by a doctor or pharmacist.*
- *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 member of the team 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:*
 - *full name of child and date of birth;*
 - *name of medication and strength;*
 - *who prescribed it;*
 - *dosage to be given at Haddenham Puddleducks Pre-school;*
 - *how the medication should be stored and expiry date;*
 - *any possible side effects that may be expected should be noted; and*
 - *signature, printed name of parent and date.*
- *The administration is recorded accurately each time it is given and is signed by a member of our team. Parents sign the record sheet to acknowledge the administration of a medicine.*

Storage of medicines

- *All medication is stored safely in marked plastic box in a high cupboard or locked refrigerated.*
- *The manager of the day is responsible for ensuring medicine is handed back at the end of the day to the Parent as appropriate.*
- *For some conditions, medication may be kept at Haddenham Puddleducks Pre-school. Key persons check that any medication held 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 our team by a health professional.*

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

- *A risk assessment will be carried out for any child with a long term medical condition that requires ongoing medication. This is the responsibility of the managing team alongside the key person.*
- *Parents will also contribute to a risk assessment. They will be shown around Haddenham Puddleducks Pre-school, understand the routines and activities and point out anything which they think may be a risk factor for their child.*
- *For some medical conditions our team 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 our team is part of the risk assessment.*
- *Risk assessment could include vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.*
- *A health care plan for the child will be drawn up with the parent; outlining the key person's role and what*

information must be shared with other our team who care for the child.

- *The health care plan should include the measures to be taken in an emergency.*
- *The health care plan will be 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 noted etc.*
- *Parents will 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, our team accompanying the children will be fully informed about the child's needs and/or medication.*
- *Medication for a child will be taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box will be a copy of the consent form.*
- *If a child on medication has to be taken to hospital, the child's medication will be taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box will be a copy of the consent form signed by the parent.*

Legal framework

Medicines Act (1968)

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by