



Administration of Medicines Policy

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Introduction to Brookside Pre-school's administration of medicines policy

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

As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in pre-school. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

How will Brookside Pre-school put this policy into practice?

These procedures are written in line with current guidance in 'Supporting pupils at school with medical conditions'. The manager is responsible for ensuring all staff understand and follow these procedures.

The manager and individual members of staff are responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, medicines are stored correctly and that records are kept according to procedures.

- Children taking prescribed medication must be well enough to attend Brookside Pre-school.
- Only prescribed medication will be administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled, stored in the safe in the store cupboard and are inaccessible to the children.
- Parents/carers give prior written permission for the administration of medication. The staff receiving the medication must ask the parent/carer 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
 - Dosage to be given in the pre-school
 - How the medication should be stored
 - Signature, printed name and contact details of parent and date.
- The administration will be recorded accurately each time it is given and is signed by member of staff. Parents/carers sign Record of administration to acknowledge that their child has been given medicine. The form records:

- Name of child
- Name of medication
- The date and time of dose
- Dosage administered
- Signed by member of staff and will be verified by parent signature at the end of the day.

If a child has had paracetamol/ibuprofen administered prior to attending Brookside pre-school, in the best interest of the other children and staff the child will be asked to be taken home.

Staff members set an alarm to remind them of medicine timings to ensure that children's medicines are given on time and not forgotten.

Storage of medicines

- All medication will be stored according to the instructions given to members of staff by parents/carers. The medicine will be retained in the safe in the store cupboard.
- The member of staff or manager is responsible for ensuring medicine will be handed back at the end of the day to the parent/carer or practitioner from other settings where children attend.
- For some conditions, medication may be kept in pre-school. Members of staff will check that any medication held to administer on an as and when required basis or on a regular basis, is in date and returns any out-of-date medication back to the parent/carer
- If the administration of prescribed medication requires medical knowledge, individual training will be arranged 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 or manager 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, while attending Brookside Pre-school.

- A risk assessment will be carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers will also contribute to a risk assessment. They should be shown around the 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 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 will be part of the risk assessment.
- The risk assessment should include any vigorous activities and/or any other pre-school 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 where appropriate, the child's GP's advice will be sought, if necessary, where there are concerns.

- Where it is deemed necessary by the manager and parent/carer, a health care plan for the child should be drawn up with the parent. This document should outline what information must be shared with other staff and the roles of key care providing members of staff.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan should be typically 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/carers 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, 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 should be taken in a secure container and be clearly labelled with the child's name, details of frequency of dosage and a medicine form to record when medication has been given.
- If a child on medication must be taken to hospital, the child's medication should be sent with them and all the administration records and parental contact details.