



# LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

## ADMINISTRATION OF MEDICATIONS POLICY

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.

*ONLY MEDICATION PRESCRIBED BY A DOCTOR OR MEDICALLY TRAINED PROFESSIONAL WILL BE ADMINISTERED BY LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB STAFF.*

*NON-PRESCRIBED MEDICINES CAN BE GIVEN IN EXCEPTIONAL CIRCUMSTANCES AND AN INDIVIDUAL HEALTH PLAN FOR THE CHILD MUST BE COMPLETED BY THE PARENTS AND MANAGER TO SUPPORT THIS.*

In many cases, it is possible for children's doctor 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, it is advised that the parent 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.

It is the responsibility of the Manager or Deputy to ensure that medication is administered correctly. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

## PROCEDURES

- Children taking medication must be well enough to attend the setting.
- Children's 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:
  - the full name of child and date of birth
  - the full name of medication and strength
  - the dosage to be given in the setting
  - any possible side effects that may be expected; and
  - the signature of the parent, their printed name, and the date
- The administration of medicine is recorded accurately in our medication record file each time it is given and is signed by the manager/deputy/child's keyperson. Parents are shown the record at the end of the day and asked to acknowledge the administration of the medicine.

## STORAGE OF MEDICINES

- All medication is stored safely in a cupboard or refrigerated as required.
- The Manager/Deputy 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 to be administered on a regular or as – and- when required basis. Manager/Deputy check that any medication held in the setting, is in date and return any out-of-date medication back to the parent. All staff are aware of where these medicines are stored.
- 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 ONGOING MEDICATION

- A risk assessment and/or Health Plan is 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.
- Parents will also contribute to a risk assessment/Health Plan. 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 is 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 the child's doctor's advice is sought, 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.

*If any medication has been administered to a child 24 hours prior to attending nursery or After-School Club, parents must inform a member of staff so that it can be recorded in the diary.*

## MANAGING MEDICINES ON TRIPS AND OUTINGS

- If children are going on outings, staff accompanying the children must include a 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 and the name of the medication. Inside the box is a copy of the consent form and details when it has been given, including all the details that need to be recorded in the medication record as stated above.
- 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.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the Outings Procedure.