



**Little Bookham & Effingham
Preschool**

Administering Medicines Policy

Medication will only be administered by members of staff that hold a current Paediatric First Aid certificate. Training will be provided for staff where the administration of medicine requires medical or technical knowledge.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin should not be given to children aged under 16 unless on the advice of a doctor. This is because there is a very small risk that children can develop a condition called Reye's syndrome if they are given aspirin when they have a viral illness.

When joining the preschool parents/carers are informed that it is their responsibility to inform the preschool staff team of any medical condition their child has and any changes to their child's medical needs.

Medication forms

Parents are required to inform staff if their child will need medication at Preschool and will need to complete a long or short term medication form which gives permission for staff to administer medication and the procedures to be followed.

Short and long-term forms can be found in the medication box or on a clipboard by the entrance into the main room.

The Short and Long Term forms include the following information:

- Child's Full Name,
- Medical Condition detailed,
- Name of Medication/Description of treatment,
- Dosage
- Administration times, and when the last dose was given
- Start date and Finish date,
- Amount of Medication given (i.e. 1 bottle),
- Parent Consent and date,
- Staff signature – confirming receipt of medicines given by the parent.

When the child has been given the medication, staff will complete a record of medication administered form and the following details will be recorded:

- The name of the child receiving the medication
- Date and time when medication is administered
- Dosage given
- Name and signature of the individual giving the dose
- Staff witness signature
- Parent signature

Storage

Parents / carers are asked by staff to ensure medication is in its original container and has the name of the child it has been prescribed for clearly labelled upon it.

All medications will be kept in a secure place out of the reach of children and in a manner appropriate to the medication prescribed. Inhalers, medicated creams, and long term medication will be stored in the blue medication box. Medicines can be kept in a refrigerator containing food, but will be in an airtight container and clearly labelled. Parents are also asked to provide the necessary equipment to administer medication for example, oral syringes, medicine spoon and syringes for injections. Any unused medicine will be returned to the parents for safe disposal.

Prescribed Medication/Creams/Ointments

We can only give prescription medicine prescribed by a doctor or dentist to the child in question. Any prescribed medicine should be stored in the original container, clearly labelled with prescription details. The medicine can only be given to the child named on the container for the dosage stated.

Antibiotics will only be given within 4 weeks of the prescription date and medication will not be given after its expiry date. If a child requires antibiotics, we will administer them after the first 48 hours of the course. Our policy, therefore, is to ask parents to keep children on antibiotics at home for the first 48 hours of the course. The child must have had the prescribed medicine before, with no adverse effects. This is to prevent the risk of an allergic reaction to new medicines whilst in our care.

If the child's medication requires specialist medical knowledge to administer, then individual training will be provided for team members working with the child, from a qualified health professional prior to the administration of the medication by team members.

Non-Prescription (prescribed 'over the counter') Medication

We do not administer Calpol or other painkillers to children at preschool as we feel that if they are unwell enough to need Calpol then they are too unwell to be attending preschool and will benefit from resting at home before returning.

We will administer non-prescription medication at the expressed wishes of the parent with previous written consent provided the child has had them before and it is known that they are not allergic to them. Containers should be clearly labelled with the child's name, and handed over to a member of staff (i.e. not left in the child's bag).

For any non-prescription cream for skin conditions such as Eczema (e.g. sudocrem, diprobase, E45 etc.) that cannot be overdosed, any DBS checked staff member can administer. Parents are asked to provide consent for staff to apply creams that parents have provided on the child's registration form.

Medical creams such as Hydrocortizone cream will be regarded as medication and the Medication consent form is to be completed by the parent. We will only administer medicine in line with the instructions i.e. dose, frequency, duration, age appropriateness and expiry date on the bottle, however, we can't guarantee to give medication at an exact time; however, it will be given as close to the time as reasonably possible.

Administering medication procedure

Before administering medicines to children the following procedure is carried out by the staff member responsible for administering the medicine:

- Children are taken away from the group to the kitchen to have their medicine administered privately.
- Check that a Short term/Long term form has been completed by the parent/carer,
- The parents written instructions and pharmacist label instructions match i.e. name of medicine and dosage,
- If prescribed, the name on the pharmacist label matches the name of the child that the medication is to be administered to,
- Any additional or cautionary information on the label which may affect the times of administration, give information on how the medicine must be administered, or affect performance i.e. an hour before food, swallow whole do not chew, or may cause drowsiness,
- The expiry date of the medicine (if one is documented on the medicine

- container or the pharmacy label,
- All the necessary equipment is available to administer the medicine i.e. oral syringe, syringes for injection, medicine spoon.

When medication is administered two members of staff are to be present. One staff member will administer the medicine and the other is present to witness and ensure the correct medication and quantity is being given. At the end of the preschool session, parents will be asked to sign and date the medication form confirming their knowledge that medication has been administered to their child.

If a child refuses to take their medication, and staff believes that it is detrimental to a child's health, staff members will contact their parents/carer and explain the situation to them. The incident will be recorded and parents asked to sign and date when they collect their child.

Long-term medication

For children with specific health and medical conditions parents/carer will be asked to complete a care plan, this will provide detailed information on the treatment and individual care for children with long term medical needs.

They should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEND but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Little Bookham & Effingham Preschool is able to store children's Long Term medication for example Epi pens and Asthma inhalers on the premises for use in an Emergency. Staff members regularly check the use by dates on Long Term medication and inform parents/carers immediately or as soon as practicable if medication needs to be replaced. Children's individual Long Term medication is stored in the medication box, out of reach of children and is stored as advised by the pharmacy label.

Children's medication is stored in individual clear containers, labelled with the child's name, ensuring all staff members can access the correct medication for a child quickly in the event of an emergency.

Procedures for children with allergies

When a child at the setting has a known allergy, these are recorded on the registration form and these details are clearly displayed in the kitchen, along with the child's photo.

Specific details are shared with staff such as allergen, reaction control measures and medication if needed.

Medicine Administered for an Unexpected Temperature

We understand that it is our responsibility to take appropriate action if children are ill, therefore we keep a small store of 'Calpol' on the premises for use in emergency situations only and these are stored in the medication box away from children.

An emergency situation may arise if a child develops a high temperature during the day and paracetamol is required to prevent a febrile convulsion and the child's parents/carers/emergency contact are unable to collect them or unable to collect them immediately

To prevent the delay of treating a child with an unexpectedly high temperature, staff will contact parents to gain permission to administer medicine. The dosage given will be in line with the recommended dosage for the child's age group on the medicine's packaging. When deciding whether to administer Calpol, team members use the following criteria:

1. Child is feeling unwell.
2. Child is in pain.
3. Child's temperature is above 37.8 °C
4. Parent is unable to collect the child within 30 minutes.

Where a parent or carer can collect the child immediately (within 30 minutes) Calpol will not be administered. If the answer to two or more of the above is yes, then the child can be given a single dose of Calpol provided this has been authorised by the parent and verbal consent has been sought prior to administration. If Calpol is administered to a child, this is on the understanding that a parent or carer have been contacted and will collect the child from the setting without delay. All children who have been administered Calpol will need to go home.

When going on outings staff will ensure that any medication required will be taken with them along with the medication form or action plan, signed parental consent and emergency contact details.

Staff taking medication

Practitioners that are taking medication that may affect their ability to care for children should seek medical advice. Practitioners should only work directly with children if medical advice confirms that the medication is unlikely to impair that staff

member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times

Medical emergency

In the event of a medical emergency for a child their parents/carer will be contacted as soon as reasonably possible. If parents/carers cannot be reached staff members will contact the child's emergency contact as stated on the registration form.

If parents/carers have administered antibiotics, non-prescribed medication or prescribed medication by a doctor, dentist, nurse or pharmacist before arriving, members of staff must be informed, enabling them to have the correct information about a child in case the emergency services have to be contacted and staff are unable to contact a child's parent/carer. Parents/carers are made aware of these medication procedures during their child's induction process

Useful resources and websites

Health protection in children and young people settings, including education
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Prescribing over-the-counter medicines in nurseries and schools
<https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools>

Supporting pupils at school with medical conditions -
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Statutory Framework Early Years Foundation Stage (EYFS) -
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Health and Safety Executive (HSE) <http://www.hse.gov.uk/contact/contact.htm>

Department of Health (DOH) www.dh.gov.uk 0207 210 4850