

Tickton Pre-school and Play Pals Administering Medicine and Health Policy.



**Tickton Pre-school and Play Pals,**  
**Administering Medicines and Health Policy.**

**And**

**Staff & volunteers taking medication & other substances Policy**

**Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).**

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

**Including**

- **Procedures.**
- **Storage of medicines**
- **Children who have long term medical conditions and who may require on ongoing medication**
- **Managing medication between Play Pals and School.**
- **Managing medicines on trips and outings**
- **Staff taking medication and/or other substances.**

## **EYFS (Health, Safeguarding and Wellbeing)**

### **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 do promote the good health of children and will administer medication as part of maintaining their health and well-being or when they are recovering from an illness, or as part of long term medication needs at Tickton Pre-school and Play Pals.

We aim to promote the good health of children attending our setting and take necessary steps to prevent the spread of infection, using guidelines in the 'Infections in Children' folder. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We ask that children who are infectious or have sickness to remain at home until recovered to prevent the spread of infection.

In many cases, it is possible for children's GP's (doctors) to prescribe medicine that can be taken at home. 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 no adverse effect, as well as to give time for the medication to take effect.

These procedures are written in line with current Ofsted guidance in 'Managing Medicines in Schools and Early Years Settings; - the manager is responsible for ensuring all staff understand and follow these procedures.

The child's key person is responsible for the correct administration of medication to children for whom they are the Key Person, this is to be overseen by the manager or deputy manager and always witnessed by another member of staff.

The key person must ensure that parent consent forms have been completed in the medication file, that all medicines are stored correctly (in the medicine safe or fridge container), that medication is 'in date' and that records are kept up-to-date according to procedures (including dates, names, times, dosage and parent signatures and the signature of the key person).

In the absence of the key person, the manager/deputy manager is responsible for the overseeing of administering children's medication.

**The medication book must be completed for each individual case of medication to be taken. All sections of the form must be completed in pen.**

## Procedures

- Children taking prescribed medication must be well enough to attend the setting. Key person must discuss this with parents. If not they must be sent home.
- Prescribed medication must be in-date (to be checked) and prescribed for the current condition by a doctor, nurse, pharmacist or dentist.
- **Over the counter medication may be given:** For example; parents can request that the setting administer pain relief medication such as 'Calpol'/teething gel, for cases such as teething/dental or mild pain cases or hay fever relief. This is over the counter medication (as recommended by a pharmacist) and the same procedures for all medication administration must be followed. **Written permission must be given beforehand for all medication by the parent** (at the beginning of a session). If the child is ill/ has a fever or is generally unwell then they must be sent home and not given medication.
- **Aspirin must only** be prescribed by a doctor to children.
- If a child has sickness or/and diarrhoea, they must remain off for 48Hours after the last incident – this is to keep other children and staff safe from infection.
- It is vital to record the last dose given on the medication record.
- Medication must only be given when asked to do so by a parent.
- The child's name will be present on a prescription sticker on the medication – staff must ensure this is in place and all medication is labelled with the child's name.
- All medicines must be stored in their original containers and be inaccessible to children **(stored in the settings medicine safe, in the staff store room or fridge box).**
- Parents give **prior** signed, written permission for the administration of medication.
  
- The staff member receiving the medication must ask the parent to complete and sign a setting medicine consent form. Completing all sections:
- No medication can be given without these details being provided and completed:

**(SEE RECORD ON NEXT PAGE).**

**Medication Record:**

<b>Name of child:</b>	
<b>Date of birth:</b>	
<b>(For prescribed medications).</b> <b>Name of doctor/ Who prescribed medication.</b>	
<b>(For over the counter medications).</b> <b>This must be agreed with the setting manager.</b> <b>Parent has requested that pain relief/over the counter medication is given to their child – please describe reason medication is needed.</b>	
<b>Name of medication and expiry date:</b>	
<b>Dosage to be given in the setting (ml):</b>	
<b>Time(s) at which medication is to be administered.</b>	
<b>Last dose taken (date and time) at home:</b>	
<b>How the medication should be stored and expiry date</b>	
<b>Circumstances in which medication is to be administered (if for emergency).</b>	
<b>Any possible side effects that may be expected:</b>	

*'I confirm the medication, dosage and timings indicated **above** are correct and authorise Tickton pre-school and Play Pals staff to administer the medication to my child'.*

**Signed (Parents signature):**

**Date:**

**To be signed by parents of child. (PLAY PALS)**

'I request that this medication record is shared with my child's primary school and that Play Pals staff pass on all medication and information'.

**Signed (Parents signature):**

**Copy given to school  Signed: \_\_\_\_\_**

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<b>Date:</b>	<b>Quantity administered:</b>	<b>Time administered:</b>	<b>Signature of staff practitioners administering medication (1) and witness signature (2):</b>
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2
			1
			2

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- A medication record must be completed on the same day the child attends.
- You must gather all information about the child's needs regarding the taking of any medication.
- ALL medication information must be kept up to date regarding individual children by their key person – regular conversations/discussions each day are needed with parents. Parents/carers must be asked to update the information as required, with new forms completed as required.
- Setting medication records are a short-term medication record and not for long term illness/medical/medicine needs. If this is the case (long term medication) a setting health care plan must be put into place in partnership with parents.

- Administered medicine must be discussed with the parent/carer on the same day it is administered (at the end of a session) to ensure the parent knows the child has had their medication. The child's key person is responsible for ensuring medicine is handed back to the parent/carer at the end of the day/session or as required.
- The administration of complex prescribed medication (such as an EPI pen) requires medical knowledge. Individual training will be provided to staff members by a health professional/services/training provider. All staff are first aid trained.
- Any medication must be returned to the parent/carer after use. Any out-of-date medication should be returned to the parent.
- No child may self-administer medication unattended unless stated in a health care plan/action plan (this is usually when the child is of primary school age).
- 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.

### **Storage of medicines**

- All medication is stored safely in our medicine safe or labelled fridge storage box.
- Asthma medication inhalers are kept in the setting next to the first aid box outside the staff store room - for quick and easy access.
- All medication must be labelled with the child's **full name**. Picture labels will be used if required.
- During outings staff must check that they have all medication needed by individual children. Medication will be stored in the black back pack outings bag and held by a member of staff at all times. (SEE OUTINGS POLICY).

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

- A risk assessment is carried out as required for each individual child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the parents and key person. Other medical or social care

personnel may need to be involved in the risk assessment/management and planning. A walk and talk is helpful when completing risk assessments so parents can understand the routines and activities and point out anything which they think may be a risk factor for their child. Specialist training will be implemented as required.

- 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 form part of the risk assessment and health care plan put in place.
- The risk assessment should include arrangements for taking medicines on outings. The child's GP 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, SENCO role and what information must be shared with other staff who care for the child.
- The health care plan will include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more if necessary/required. This includes reviewing the medication, e.g. changes to the medication or the dosage, side effects noted/ timings and procedures etc.
- Parents receive a copy of the health care plan and is reviewed/signed by each contributor (manager and key persons/staff), including the parents/carers.

### **Managing medicines on trips and outings**

- All staff members on the outing/trip must be fully informed about the child's needs and medication.
- Medication for the child/ren is taken in a sealed plastic bag clearly labelled with the child's name and stored in the settings black back pack 'outings bag'. On returning to the setting if medication has been used the medicine record is signed and completed.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic bag clearly labelled with the child's name. Staff members will inform medical staff/paramedics about what medication has been administered or is taken by the child including the dosage and time administered.

(This procedure is read alongside the outings procedure).



**Training must be provided for staff where the administration of medicine requires medical or technical knowledge.**

**Managing medication between Play Pals and Tickton School.**

Play Pals staff require parents to complete medication records at the setting (following all above procedures). Parents must sign the medication record giving the Play Pals leader responsibility for signing for a child's medication at primary school. Tickton Primary school are aware of this procedure.

A photocopy of the parents completed medication form must be taken to school. Play Pals parents must complete the section regarding school and sharing information/medication records.

**Staff taking medication and/or other substances.**

Practitioners must not be under the influence of alcohol or any other substances which may affect ability to care for children.

All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their manager and seek medical advice. The setting management team will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in a container in the office, where staff may easily access the medication such as an asthma inhaler and should be labelled with the name of the member of staff. If staff require medication for example; asthma, they should complete an asthma form and make other staff aware in case of emergency situations. This is so staff can act to ensure the health and safety of their colleague.

Any staff medication on the setting premises must be stored in the settings safe, out of reach of children at all times.

**Legal Framework**

Medicines Act (1968)

**EYFS**

Children's Act (2006)

**Further guidance**

- Ofsted, Giving medication to children in registered childcare.
- Managing Medicines in Schools and Early Years Settings.

**Ofsted information attached.**