

MANAGING MEDICINES POLICY

Policy Statement

Longwick Pre-school supports an inclusive practice which intends to meet the needs of all children.

While it is not our policy to care for sick children, we will agree to administer medication in certain circumstances, such as ongoing medication for certain conditions such as diabetes or asthma and in some circumstances if a child is recovering from an illness but still needs medication.

Parent Responsibilities

At Longwick Pre-school we rely on parents to keep us informed about any medical condition or treatment that their child receives. Any treatment or medicine needed during a pre-school session (whether regularly or in the event of an emergency) should be discussed with the setting manager and the child's key person. A health care plan should be completed and if medication needs to be administered a parental consent form signed.

Confidentiality

At Longwick Pre-school we respect the child's right for confidentiality and information will be shared with relevant staff members after discussion with parents about who needs to be informed.

Procedures

- Children taking prescribed medicines must be well enough to attend pre-school.
- Only prescribed medicine will be administered. It must be in date and prescribed for the current condition.
- Children's prescribed medication will be stored in their original containers, are clearly labelled, placed in an enclosed box with a photo of the child on the lid and a copy of the health care plan is included. These are inaccessible to the children.
- Parents must give prior written permission for the administration of medication and a consent form must be signed stating the following information:
 - Full name of child and date of birth
 - Name of medication and strength
 - Who prescribed it
 - Dosage to be given in the setting
 - Signature, printed name of parent and date
- Administration of medication is recorded accurately each time it is given and is signed by the member of staff administering the medication and another member of staff as a witness. This is also signed by the parent to prevent overdosing.
- We use the Early Years Alliance's publication Medication Record and comply with the detailed procedures set out in this publication.

Staff Responsibilities

- The manager and the child's key person will be the designated members of staff who will administer prescribed medication to children. When appropriate they will access relevant training from a health care professional.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for relevant members of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing when a child requires their medication.

Storage of Medicines

- All medication is stored safely in a container at the bar area of the village hall.
- The child's key person is responsible for ensuring medication is handed back to the parent/carer at the end of the session. (where applicable)
- For some conditions, medication may be kept at the setting. The manager will check that any medication kept at the setting is in date and returns any out of date medication to the parent.

Children Who Have Long Term Conditions and Who May Require Ongoing Medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the child's 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.
- For some medical conditions key staff will need to have training in a basic understanding of the condition, as well as how to administer medication correctly.
- In some cases, a health care plan will be drawn up with the parents.
- Risk assessments and health care plan will be reviewed each term.

Managing Medicines on Trips and Outings

- If children are going on outings, at least one member of staff should be fully informed of the needs and medication requirements for the child with a risk assessment.
- Medication for the child will ideally be taken by the parent/carer accompanying the child on the trip. If the parent/carer is not attending then medication will be taken in a sealed plastic box, clearly labelled with the child's name, plus a consent form and card to record when it has been given.
- On returning to the setting this card will be stapled to the settings medication record book.

Staff Medication

- Any staff members taking regular medication will inform the manager, the manager will record:
 - Name of condition
 - Name of medication
 - Possible side effects of medications

- Emergency contact numbers
- A risk assessment and health care plan will be put in place.
- Staff members will keep medication stored in safe place where it is inaccessible to children.
- Reviews of a staff member's medical condition/medication will be actioned each term as part of our ongoing supervision.

Date Policy Implemented *April 2015*

Signed *Alex Barter*

Name and Role *Alex Barter, Committee Management Chair*

Date of Last Review *November 2022*

Date of Next Review *November 2023*