

2. Administering Medicines

Statement of intent

Polesden Lacey Playschool promotes the good health of children attending Playschool and takes necessary steps to prevent the spread of infection. 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 prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain the health of the child, they are administered correctly and in line with prescription or medication instructions.

Aim

If a child requires medicine we will obtain relevant information about the child's needs from the parent/guardian and will ensure this information is kept up to date. When dealing with medication of any kind in the Playschool, strict guidelines will be followed.

Practice

Prescribed medicines - Oral medicines

The child must have been taking the medication for a minimum of 48 hours, after the first dose, before being accepted back into the Playschool. This includes holiday vaccinations, childhood immunisations, and nasal flu vaccination. They may only return providing they are well enough and are not contagious. The Playschool will refer to the Public Health Agency's 'Guidance on Infection Control in Schools and Other Childcare Settings'. Only prescribed medication can be administered. The medication must be in the original container with prescription instructions including the name of the child and expiry date clearly on the packaging. To ensure the safe storage of all medication, the parent/guardian must hand medication directly to a member of staff. The staff member will place the medication in a cupboard, out of reach of children or in the fridge where necessary.

Prescribed applied medicines (Creams and lotions)

The child must have had the medication applied for a minimum of 48 hours after the first application before being accepted back into the Playschool. Once the 48 hours have elapsed, Playschool staff can continue to administer the prescribed medication in line with stated instructions.

Should the child require over the counter cream/lotion i.e. nappy rash, this will be discussed and an administering medication form will be completed.

Administering Medical Procedures

- A medical Consent Form must be completed by the parent/guardian and the Manager or Deputy.
- A new Consent Form must be completed each time medicine is prescribed.
- Once medication is no longer needed or expired it will be handed back to the parent/guardian
- Two members of staff must be present to administer the medication.
- Staff administering the medication will follow the instructions printed on the medication container and those given on the Medical Consent Form.
- Prior to administering medication staff will check the child's identity matches the name on the medication and the expiry date.
- Unless in an emergency, medicine will be administered in a convenient location for the child.

- If a child refuses to take medication this will be recorded on the Medicine record and the parent/guardian informed immediately. If this results in an emergency situation then our Emergency Procedure will be followed.
- The medication record is on the Medical Consent Form. It must be completed as soon as medication has been administered.
- The parent/guardian must sign the Medical record form when collecting their child and the medication returned where necessary.

Non-prescribed - Over the counter medicines

The Playschool will not administer over the counter medication such as Calpol. If the Manager feels a child is unwell then they will contact the parent/guardian and ask for the child to be collected from the Playschool.

Children with long term and complex medication conditions

The parent/guardian are required to give details of any long-term medical conditions or allergies on the setting Registration Form. The Playschool will request a formal meeting with the parent/guardian and other medical professionals involved in the case. The purpose will be to understand the routines and activities associated with the condition. The output is to create a bespoke medical health care plan, identify necessary adjustments and further training that staff, along with measures to be taken in case of emergency.

The parent/guardian will receive a copy of the final medical health care plan and each contributor, including the parent/guardian signs it. The health care plan is reviewed every term; or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Reference will be made to the Playschool's insurance company to clarify any liability and additional measures required.

It is the parent/guardian responsibility to keep the Playschool up to date with any changes in the child's ongoing medical needs.

Managing medicines on trips and outings

On a trip or outing, the original pharmacy labelled medication for a child is taken in a sealed plastic bag, clearly labelled with the child's name and the name of the medication. Inside the bag, with the medication, is a copy of the original Medical Record Form.

On no account may medicine be decanted into other containers, packets or envelopes. The parent/guardian will sign the Medical Record Form on collection of the child.

If the child has to be taken to hospital, their labelled medication is transported in a sealed plastic bag along with a signed copy of the consent form which will be given to NHS medical professionals.

First aid boxes

First aid boxes are green with a white cross. Their contents comply with British Standard BS 8599 and are placed in convenient locations; but out of reach of children, throughout the Playschool. These are checked and replenished every half term. The checker dates and signs the First Aid Check Form inside the first aid box replacing any used items. It is the responsibility of the practitioners to advise the Manager if first aid stock is running low. No tablets or medicines are kept in the first aid boxes.

Training

Two members of staff will engage in the administering of medication, one as a witness and the other as an administrator of medication, in line with the prescription instructions and consent from the parent/guardian.

All staff undertake 12 hour Paediatric First Aid training in line with EYFS Safeguarding and Welfare Requirements. External advice will be sought where bespoke training is required to support children's individual needs.

Policy Review

As part of Polesden Lacey Playschool monitoring of administering medicine this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25