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## 6.1 Administering medicines

### **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 will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GPs 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.

These procedures are written in line with guidance in *Managing Medicines in Schools and Early Years Settings*; the managers are responsible for ensuring all staff understand and follow these procedures.

The Manager/Deputy is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

We notify our insurance provider of all required conditions, as laid out in our insurance policy.

### **Procedures**

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- Children's prescribed 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 name of medication and strength;
  - who prescribed it;
  - the dosage to be given in the setting;
  - how the medication should be stored and its expiry date;
  - 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 file where the child's record will be held. Each time the medication is administered the form is completed and signed by the manager/deputy. Parents are shown the record at the end of the day and asked to sign the record sheet to acknowledge the administration of the medicine. The child's record shows the:
  - name of the child;
  - name and strength of the medication;
  - date and time of the dose;
  - dose given and method;
  - signature of the key person/manager; and
  - parent's signature.

### Storage of medicines

- All medication is stored safely in a locked box or refrigerated as required. As the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- 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. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.



Medicines are stored within the Office in a plastic bag/tub and then placed within a locked metal box - Clearly marked Medicine Box

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given, another member of staff must be present and co-signs the child's record sheet.
- 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 - we have inhaler pictures around the setting so a child is shown to also go to these if able to.

#### Children who have long term medical 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 key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. 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, all 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 form 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 advice is sought from the child's GP 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.

#### Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another 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 child's medication record when it has been given.
- On returning to the setting the record is updated for the parent to sign.
- 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.



## Parental Agreement to Administer Medicine

Broadhill Pre-School will not administer your child with medicine unless you complete and sign this form.

Child's Name: .....

Date Of Birth: .....

Name Of Medicine: .....

Strength of Medicine: .....

Expiry Date of Medicine: .....

Dosage to be given: .....

When to be given: .....

Number of Tablets/Bottle: .....

Any other instructions eg Storage: .....

Side Effects: .....

**Please Note: Medicines must be in the original container/packaging as dispensed by the pharmacy with information sheet included.**

Parent Name: ..... Contact Number: .....

Name of GP: ..... Contact Number: .....

Special Instructions (eg bottle to be returned at the end of the day)

.....

Review Date: .....



The information is to the best of my knowledge, accurate at the time of writing and I give consent for Broadhill Pre-School to administer the medication in accordance with the policy 6.1 and my above instructions. I will inform Broadhill Pre-School immediately in writing if there is any change in dosage or frequency of the medication or if the medication is stopped

Parent's Signature: .....

Print Name: .....

Date: .....

Staff

All information given is complete and in order:

Staff Signature: .....

Print Name: .....

Date: .....