

STOWUPLAND PRE-SCHOOL AND THE MIGHTY OAKS

ADMINISTRATION OF MEDICINES POLICY

Statement of Intent

Our setting is committed to providing a safe and secure environment in which the welfare of the children in our care is supported by our policies and procedures

Aim

This policy aims to set out clear systems and procedures to be followed in the event of a child needing the Administration of Medication.

Our designated practitioner for this policy is Jeanette Moss.

To ensure that the safety and wellbeing of the children within our care we will;

- Keep written records of all medicines administered to children, and inform parents/carers. (Two members of staff will be present when medication is administered. The confidentiality of the child will be respected.)
- Never force a child to take medication. (Inform parents/carers if a child refuses the agreed medication to be administered.)
- Obtain prior written permission for each and every medicine from parents/carers before any medication is given.
- Obtain prior written permission for emergency medical treatment to be sought should this become necessary whilst a child is within our care.
- Obtain prior written permission for non-prescription medication to be administered e.g. pain and fever relief, when there is a health reason for doing so. Telephone parents before administration and complete the appropriate record, getting parents to countersign this when the child is collected.)
- Ask parents/carers about the medicines that their child needs to take and ask to be provided with details of any changes to the prescription or the support required.
- Ensure that individual training is accessed by staff from a qualified health care professional if the administration of prescription medicines requires technical/medical knowledge, ensuring that this is specific to the individual needs of the child concerned. (Following an individual health care plan (IHCP) if appropriate.)
- Ensure that we have sufficient information about the medical condition of any child with long-term medical needs.
- Review and update training regularly.
- Consider the needs of our children in respect of the administration of medicines if the child is participating in off-site activities.
- Never give medicines containing aspirin to a child who is under 16 unless a doctor has prescribed it.
- Store medicines in accordance with product instructions and in the original container in which dispensed and take heed of the prescriber's instructions for administration.
- Identify appropriate arrangements for the safe storage and access of medication.
- Dispose of any medication appropriately and record this.

Our system of record keeping includes:

- List of staff authorised to administer medication and those qualified in first aid.
- Record of all training undertaken by designated staff.
- Individual Health Care Plans.
- Records of parents/carers consent and health practitioner instructions will be reviewed and confirmed annually in addition to ongoing updating.
- Record of administration of medication including amount administered and amount remaining (running total) is to be kept.
- Record of medication disposed of.

Individual Health Care Plan (IHCP):

- Consent and care plan is kept with medication.
- Care plan is checked and reviewed regularly with appropriate health care professional.
- We ensure that parents/carers are fully aware that it is their responsibility to notify us of any change in medication or administration.

Procedures in the (IHCP):

- Medication is safely stored with First Aid box.
- In an emergency, this is collected by a member of staff.
- A trained First Aider stays with the child.
- If an ambulance or medical support is needed, another member of staff will make the telephone call.
- The other children in the setting will be supervised and supported by the remaining staff members.
- All incidents will be recorded and filed.

This policy was adopted at an AGM of Stowupland Pre-school and the Mighty Oaks.

Held on (date)..... Review date.....

Signed on behalf of the Pre-school (Chairperson).....