

Medicines Policy

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:
www.streatleyhillpreschool.org.uk

Overview

Children taking prescribed medication must be well enough to attend pre-school. We encourage parents to request that their child's GP prescribes medicine that can be taken at home in the morning and evening if possible. Medicines will only be administered if they are deemed essential to the child's health. Parents should provide full information about their child's medical needs, including details regarding any medication their child needs.

Medication must have been prescribed by a doctor, dentist, nurse or pharmacist. Children will not be given medicines containing aspirin unless prescribed for that child by a doctor and staff are not permitted to administer (unprescribed) children's Paracetamol. If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Prior written agreement from parents is required for the administration of all medicines

Parents must complete the 'Parental agreement for the setting to administer medicine' form (Form 3A) for each individual medication. Parents will also be required to counter-sign the 'Record of medicine administered to an individual child' form (Form 5).

Procedures for the management and administration of prescription medicines

Parents/carers hand over the medicine to the Session Leader at the start of the session. These must be provided in the original container as dispensed by a pharmacist, be clearly labeled and include the prescriber's instructions for administration.

The medication will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Children will not be able to access any medication independently. All medication will be safely stored in a locked box. Medication which must be easily accessible for staff in an emergency (such as asthma inhalers and 'EpiPens') will be stored out of children's reach.

The session leader will administer medicines having checked the child's name, prescribed dose expiry date and the written instructions provided by the prescriber on the label or container. If in doubt about any procedure the session leader should not

administer the medicines but check with parents or a health professional before taking further action.

If a child refuses to take medicine, the session leader should not force them to do so but should note this in the records and inform parents.

Having administered the medication as per the prescriber's instructions, the key person will complete the 'Record of medicine administered to an individual child' (Form 5).

The medication will be returned to parents/carers at the end of each session. 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 along with a copy of the consent form signed by the parent.

Procedures for managing prescription medicines on trips and outings

A risk assessment is carried out and the child will be accompanied by his/her key person who is fully informed about the child's needs and/or medication. The child's medication will be taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. A copy of the parental consent form and record of medicine administered must be included in the sealed box.

Assisting children with long-term or complex medical needs

The key person and lead teacher will work with the child's parents to draw up an individual health care plan for children with long term or complex medical needs who attend the setting (See 'Managing Medicines, 2005). The individual health care plan will include measures to be taken in an emergency and arrangements for taking medicines on outings. If necessary, advice will be sought from the child's GP where there are concerns. The health care plan will outline the key person's role and state which information is deemed necessary to be shared with other staff that care for the child. The health care plan will be signed by each contributor (including the parents). Parents will be given their own copy of the health care plan.

The health care plan will be reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage and any side effects noted etc.

The lead teacher and key person will work with the child's parents to draw up a risk assessment for each child with long term medical conditions requiring ongoing medication. This process will involve showing parents around the setting, ensuring that they are informed about the routines and activities. The risk assessment will include vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs. This process will enable parents to draw attention to particular aspects of the provision which they think may be a risk factor for their child. Other medical or social care personnel may need to be involved in the risk assessment. Additional staff training in understanding the medical condition and how to administer medication may be required. This information will form part of the risk assessment

Emergency procedures

All members of staff are aware of how to contact the emergency services. In the event of an emergency, the session leader will call an ambulance. Details of the Pre-School address and telephone numbers are prominently displayed in the office above the telephone. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Children will not be transported to hospital in a member of staff's car. Health professionals are responsible for any decisions on medical treatment when parents are not available.

This policy was adopted at a meeting of Streatley Hill Pre-school Committee on:	15 th July 2014
This policy was last reviewed on:	28 June 2017
Date of next review:	July 2018
Signed on behalf of the Committee by:	Laura Coyle
Role of Signatory:	Chair