

# Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

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## 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 GP's 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 no adverse effect as well as to give time for the medication to take effect.

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

The Supervisor (Sarah Ingram) or Deputy Supervisor (Tracey Garton) are responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- NB Children's paracetamol (un-prescribed) is administered only on the advice of the emergency services.
- 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 Supervisor/Deputy Supervisor 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:
  - full name of child and date of birth;
  - name of medication and strength;
  - reason/illness medication has been prescribed;
  - who prescribed it;
  - dosage to be given in the setting;
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted; and
  - signature, printed name of parent and date.

The administration is recorded accurately each time it is given and is signed by the Supervisor/Deputy Supervisor. Parents sign the form to acknowledge the administration of a medicine. The medication record records:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given and method; and is

- signed by the Supervisor/Deputy Supervisor; and is verified by slip given to parent at the end of the day.
- A second member of staff should witness the medicine being administered and sign to say correct dose was given.

### ***Storage of medicines***

- All medication is stored safely out of the reach of children. In the case of medicine that is used regularly, it will be stored overnight in a locked cupboard. Medication needing refrigeration will be stored in the fridge during the session and returned to the parent at the end of the session.
- All medicines will be clearly labelled with the child's name.
- The Supervisor/Deputy Supervisor are 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. It is the parents responsibility to ensure that any medication held at Wanborough Playgroup is in date and of the correct dosage
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the Supervisor/Deputy Supervisor and any other staff deemed necessary by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- 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 a staff member what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

### ***Children who have long term medical conditions and who may require on ongoing medication***

- A Health Care Plan is written for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Supervisor alongside the Special Education Needs Officer (SENCo). Other medical or social care personnel may need to be involved in the Health Care Plan.
- Parents will also contribute to the Health Care Plan. 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 key 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 is part of the Health care plan.
- The Health Care Plan includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- Health Care Plan includes arrangements for taking medicines on outings and the child's GP's advice is sought 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 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 Supervisor/Deputy Supervisor 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, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- 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, 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.

### Legal framework

- Medicines Act (1968)

### Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)  
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

This policy was adopted at a meeting of	<u>Wanborough Playgroup</u>
Held on	<u>7<sup>th</sup> November 2011</u>
Name of signatory	<u>Kath Liston</u>
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>
Reviewed at a meeting of	<u>Wanborough Playgroup Committee</u>
Held on	<u>31<sup>st</sup> March 2014</u>
Signed on behalf of the management committee	<u></u>
Name of signatory	<u>Ali Petherbridge</u>
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>