

# The Children's Workshop

## Medication Policy

EYFS: 3.19, 3.44, 3.45, 3.46

At the Children's Workshop we promote the good health of children attending pre-school and take necessary steps to prevent the spread of infection (see sickness, illness & exclusion policy) and we believe that children who are sick should be at home until they are well enough to return to the pre-school. However, we recognise that sometimes children will need medication to help maintain their health and wellbeing and a care plan is in place or when they are recovering from an illness. In these circumstances, we will agree to administer short courses of medication. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the pre-school and these are set out below.

Administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. We will not generally administer any non-prescription medication containing aspirin, we will only administer medication prescribed by a doctor, dentist, nurse or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor). Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated. If necessary, we will access help and advice from appropriate sources such as nurses through the health service and we will work with the family and other partners to understand how any care plans can be best delivered.

### **Consent**

Parents/Carers must give prior written consent for the administration of ANY medication. No medication will be given unless the consent form is complete and signed. The form includes the following information:

- Full name of child
- Date of birth
- Name of medication and strength
- Name of prescribing doctor
- Dosage to be given in the pre-school
- Timing of dosage to be given, if applicable
- How the medication should be stored and expiry date
- Any possible side effects that may be expected
- Signature, printed name of parent/carer and date

Details of the member of staff dispensing the medication must also be recorded

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## **Administration**

The administration of medicine must be recorded accurately each time it is given and signed by staff. Parents/Carers must sign the record when they collect their child to acknowledge the administration of a medicine. The record must record

- Name of child
- Name and strength of medication
- Date and time of dose
- Signatures of staff and parent/carer

## **Storage of medicines**

All medicines must be in their original containers and must be clearly labelled with the child's name. These will be stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, the medication will be kept in a marked plastic box. The session manager is responsible for ensuring that medicine is handed back to the parent at the end of the session.

## **Training**

If the administration of prescribed medication requires medical knowledge, training by a health professional will be arranged for all staff. In these circumstances, the responsibility for administering the medicine will remain with the parent.

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

- A risk assessment will be carried out for each child with long-term medical conditions that require on-going medication. This is the responsibility of the Managers 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 pre-school, 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 will be part of the risk assessment.
- The risk assessment will include vigorous activities and any other pre-school activity that may give cause for concern regarding an individual child's health needs.
- A health care plan for the child will be 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 will include the measures to be taken in an emergency.

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- The health care plan would be reviewed every six months or more if necessary. This will include 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.

### **Staff Medication**

All pre-school staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. Staff members must declare if they are taking regular prescribed medication/other substances and can only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for and look after children. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their group manager and seek medical advice. The pre-school senior manager/group manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication/other substances. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be stored in the kitchen in a secure container and out of reach of children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Depending upon the staff members/students medical condition, for example if they have epilepsy, a risk assessment will be carried out.

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## **ADMINISTERING MEDICINE CONSENT FORM**

Name of Child	
Date of Birth	
Name of Medication & Strength	
Name of prescribing Dr.	
Dosage to be given	
Timing of dosage	
How medication should be stored	
Expiry Date	
Side effects	
Completion date of course (if known)	
Instructions	
Name & Signature of Parent/Guardian	
Date	
Staff receiving medication	

<b>This policy was adopted on</b>	<b>Signed on behalf of the pre-school</b>	<b>Date for review</b>
<i>Jan 2018</i>		<i>Jan 2019</i>