

6.2 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 wellbeing or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

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.

Our staff are responsible for the correct administration of medication to children in their care. 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
- We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Non-prescription medication may be administered, but only with prior written consent of the parent and only when there is a health reason to do so. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of unprescribed medication is recorded in the same way as any other medication.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. The staff member receiving the medication will 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 (if applicable)
 - the dosage and times to be given in the setting
 - the signature of the parent, their printed name and the date
- The administration of medicine is recorded accurately in the child's records each time it is given and is signed by the person administering the medication. Parents are shown the record at the end of the day and asked to sign to acknowledge the administration of the medicine.
- If the administration of prescribed medication requires medical knowledge, we obtain individual training for the relevant member of staff by a health professional.

- 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 member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Storage of medicines:

All medication is stored safely or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a separate area.

- The child's key person is responsible for ensuring the 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.

Medication is stored in a high cupboard in the kitchen unless it requires refrigeration; both of which are inaccessible to children.

Children who have long term medical conditions and who may require ongoing medication:

- We carry out a risk assessment for each child with a long-term medical condition that requires ongoing medication. This is the responsibility of our 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, 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 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.
- All tables will be cleaned before and after cooking activities or snack time.
- Towels and tea towels will be laundered and replaced daily, new tea towels will be purchased if and when required.

Additionally, children will always be encouraged to develop an awareness of cleanliness and good hygiene practices, eg. Wipe up their own spills, wipe tables, use a dustpan and brush etc.

Sun Protection:

We will ensure that children are made aware of the dangers of the sun and in addition we will;

- * Ensure sun safety behaviour is modelled by staff.
- Limit the amount of time children spend in the sun.
- Keep a supply of factor 30 suncream on the premises for parents to apply to their children before sessions and for use during sessions.

- Apply suncream to children during the session if, and when, required.
- Ensure all children are suitably dressed and wear a hat outdoors on sunny days, (we have a supply of hats if a child does not have their own).

Healthy eating: (please refer to 6.6 Healthy Eating Policy).

This policy was adopted by **Clyst Valley Preschool**

On

Date of review

Signed on behalf of the Setting

Name and role of Signatory

Review Date	Reviewed By	Comments	Next Review Due