

Administering medicines

Policy Statement

At FRS Kindergarten we believe that sick children should be cared for in the home environment until they are well enough to return to the Kindergarten. This is to both reduce the risk of infection and to ensure that the children are nursed back to health whilst in a secure and loving home environment.

We will agree to administer medication as part of maintaining children's health and well-being, or when they are recovering from an illness. In many cases it is possible for a child's GP 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 the 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.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the room leader is responsible for the overseeing of administering medication. 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.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition. NB. pain and fever relief or teething gel may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.
- 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 give prior written permission for the administration of medication. The staff receiving the medication will ask the parent to

sign a consent form stating the following information. No medications may be given without these details being provided. (See attached medication record.)

- full name of child and date of birth, name of medication and strength:
- who prescribed it
- dosage and times to be given in the setting
- how the medication should be stored and its expiry date
- any possible side effects that may be expected should be noted and
- the signature of the parent, their printed name and the date.

The administration of medicine is recorded accurately each time it is given and is signed by the person administering the medication. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:

- name of child
- name and strength of medication
- the date and time of dose (unless to be used in case of emergency, then circumstances recorded)
- dose given and method, and is
- signed by keyperson / room leader and is verified by parent signature at the end of the day.

Storage of medicines

- All medication is stored safely in a cupboard / high shelf which cannot be reached by the children or refrigerated.
- The child's keyperson is responsible for ensuring medicine is handed back at the end of the session to the parent / carer.
- For some conditions, medications may be kept in the setting to be administered on a regular or as-and-when-required basis. Keypersons check that any medication held in the setting is in date (record diarised on computer for reminder) and returns out-of-date medication to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given, another member of the 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 their keyperson what they need.

However, this does not replace staff vigilance in knowing when a child requires medication.

- If the administration of prescribed medication requires medical knowledge, we obtain individual training by a health professional.

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 on-going 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 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 of staff form part of the risk assessment.
- An individual health care plan for the child is drawn up with the parent and signed by a medical practitioner outlining the keyperson's role and what information must be shared with the staff team who care for the child. This health care plan will include the measures to be taken in an emergency and is renewed every six months or sooner if the condition requires. A copy is given to the parent.

Managing medicines on trips and outings

- If children are going on outings, one member of staff accompanying the children must be fully informed about the child's needs and / or medication.
- Medication for a child is taken on outings, together with a copy of the signed medical health care plan if appropriate and the medication record. After the outing the medication record shall be returned to the medication record file.
- If a child on medication has to be taken to hospital, the child's medication is taken with, together with a copy of the medical health care plan and medication record.
- This procedure is read alongside the outings procedure.

Legal Framework

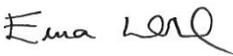
- The Human Medicines Regulations (2012)

This policy was adopted by FRS Kindergarten *(name of provider)*

On 26th February 2021 *(date)*

Date to be reviewed 25th February 2022 *(date)*

Signed on behalf of the provider



Name of signatory

Emma Wohl

Role of signatory (e.g. chair, director or owner)

Headteacher