

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**18. ADMINISTERING MEDICINES**

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 well being or when they are recovering from an illness. In these circumstances, we will agree to administer medication.

Administering medicines will only be done where it would be detrimental to the child’s health if not given in the setting. We will only administer prescribed medicines. If necessary, we will access help and advice from appropriate sources such as life time 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 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
* Time of last dose administered prior to attending session
* 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/guardian and date

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

**Administration**

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

The medication record book must record

* Name of child
* Name and strength of medication
* Date and time of dose
* Signatures of staff and parent

**Storage of medicines**

All medication must be clearly labelled with the child’s name and 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 supervisor 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. In some circumstances, for example, in the administration of rectal diazepam, the Manager, Mrs Cathie Clark, may be prepared to administer the medicine. Parents should contact Mrs Cathie Clark to initiate the appropriate discussion.

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 are part of the risk assessment.

**Long term medical conditions**

A full risk assessment will be carried out for any child with a long-term medical condition that might require on-going medication.

**Managing medicines on trips and outings**

* If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child’s needs/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 above.
* On returning to the setting the card I stapled to the medicine record book and the parents sign 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 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 (1971)
* Medicines Regulations 2012

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager