



Ladybird Forest Pre-School



Safeguarding and Welfare Requirements: Health

6.1 Administering Medicines

Policy Statement

At Ladybird Forest Pre-School, we promote the good health of children attending Pre-School and take necessary steps to prevent the spread of infection. 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 prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. Over the counter or medication prescribed by a doctor, dentist or nurse will be administered. Our staff are responsible for the correct administration of medication to children. This includes ensuring that a Medication Form has been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

Administration

- The following will be checked before staff agree to administer medication:
 - The medication is in its original container with legible labels that have not been tampered with.
 - The prescription medication has the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued.
 - The expiry date and that the medication has the child's name clearly written on.
- Prescription medicine will only be given to the person named on the bottle for the dosage stated.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to a member of staff who will then note the details of the administration on the Medication form.



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- Those with parental responsibility must give prior written permission for the administration of each medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
 2. The dosage on the written permission must be the same as prescribed on the medication.
 3. Parents must notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The Pre-School will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- When the child is picked up, the parent / carer must be given precise details of the times and dosage given throughout the day on the Medication Form. The parent's signature must be obtained.
- If the child refuses to take the appropriate medication, parent / carer will be notified.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Care Plans

- All children on long term medication will have a Care Plan carried out by the keyworker and parent / carer, overseen by the Pre-School Manager/Deputy.
- All care plans will be reviewed at 12 months intervals or sooner if the need arise.
- Any health care plans that involve outside agencies such as parents or nurses etc will be reviewed together to ensure that the information is correct.



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Non-prescription medication

- The Pre-School DOES NOT administer any medication unless prior written consent is given for each medicine.
- If any child is brought to the Pre-School in a condition in which he/she may require medication sometime during the day, the Pre-School Lead / Deputy / Manager will decide if the child is fit to be left at the Pre-School. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the Medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the Pre-School, together with the times and dosage given.
- Calpol will not be given to a child whilst at the setting. If the child needs Calpol throughout the day then they should be kept at home.
- The Pre-School will not administer any non-prescription medication containing aspirin.
- The Pre-School will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the Pre-School will give the agreed medication.
- If the Pre-School feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse Pre-School care until the child is seen by a medical practitioner.
- An emergency Pre-School antihistamine (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the Pre-School Deputy to make sure that it complies with any instructions for storage and is still in date.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.



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Storage

- Children's medication is kept in the Medication Cabinet in the staff kitchen or stored in the staff fridge (located in the staff kitchen) which is out of reach of all children.
 - The inhalers and spacers are kept within the Medication Cabinet within a named Medpac storage container. The inhalers and spacers are never locked away.
 - The EpiPen's are stored in the Medication Cabinet and are never locked away.
 - Any antibiotics requiring refrigeration must be kept in the staff fridge inaccessible to children.
- A staff member is responsible for ensuring medicine is handed back at the end of the day to the parent, if necessary.
- The Pre-School Deputy checks on a termly basis that any medication held in the setting, is in date and return any out-of-date medication back to the parent. This includes checking that:
 - Inhalers have been disposed of in line with manufacturer's guidelines;
 - the inhaler and spacers are present and in working order;
 - the inhaler has enough doses available;
 - replacement spacers are available following use;
 - the mouthpiece of the inhaler has been cleaned, dried and returned to storage following use, or that replacements are available if it must be disposed of.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. This training will ensure all staff are aware of the procedures and can confidently carry out administering medication safely and effectively. The Pre-School will do all it can

to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication but will avoid asking parents and carers to attend the setting to provide care wherever possible. All staff will have a witness when administering these, and will make sure information is correctly recorded to accurately feedback to parents and carers.

Managing medicines on trips and outings

- If children are going on outings, the key person for the child will accompany the children 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 Medpac clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Inside the Medpac is a copy of the Medication Form.
- On collecting the child, the parent / carer signs the Medication Form, which is filed in the Continuous Medication Folder within the Caterpillar room.
- If a child on medication has to be taken to hospital, the child's medication is taken in a Medpac clearly labelled with the child's name and the name of the medication. Inside the Medpac is a copy of the Medication form signed by the parent.

Staff medication

- Staff must not work with children where they are infectious or too unwell to meet children's needs.
- Staff must not work with children where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.
- If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice.
- The Pre-School Manager/Deputy/Lead will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour



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suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the staff member or from an occupational health assessment.

- Where staff may occasionally or regularly need non-prescription medication, any such medication must be kept in Medication cabinet (situated within the Office) and should be labelled with the name of the member of staff.
- Where staff may need easy access to the medication such as an asthma inhaler, a care plan will be completed and named medication will be placed in the Medication cabinet in the kitchen.
- In all cases, medication must be stored out of reach of the children. It must not be kept in the first aid box.

Relevant Ladybird policies:

- 1.2 Safeguarding Children and Child Protection
- 6.2 Immunisations and managing children who are sick , infection or with allergies
- 8.1 Health and Safety
- 10.6 Data Protection and Confidentiality

This policy was reviewed by	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
Date of review	13 th January 2024
Date for next review	13 th January 2025
Chair's signature	