

 **Administering Medicines policy**

**Our aim:**

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 well-being 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.

**We will only administer medicines to children that have been prescribed by the child’s GP and is in a named bottled showing the expiry date, child’s name, name of medication and clearly showing the doseage and frequency of medicine.**

Our administering medicine book record will detail on each time medication is administer at the setting:

* Name of the child
* Name and strength of the medication
* Name of the doctor that prescribed it
* Date and time of the dose
* Dose given and method
* Signature of the person administering the medication and a witness who verifies that the medication has been given correctly
* Parent’s signature (at the end of the day).

**Storage of medicines:**

All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box. For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis such as asthma pumps and spacers. We will check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

**Long term medical conditions:**

Fowlmere Playgroup will carry out risk assessments for each child with a long term medical condition that requires on-going medication. Other medical or social care personnel may need to be involved in the risk assessment. We will work with parents to contribute to a risk assessment and will aim to set up a meeting prior to the child starting where they can 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, staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly.

An individual health plan for the child is drawn up with the parent; outlining staff’s role and what information must be shared with other adults who care for the child. The individual health plan should include the measures to be taken in an emergency and will be reviewed every six months to ensure it is up to date and details any changes made to medication or the dosage, any side effects noted etc. If a child on medication has to be taken to hospital whilst at the setting; the child’s medication is taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

**Risks assessments will include:**

Vigorous activities and any other activity that may give cause for concern regarding an individual child’s health needs.

Arrangements for taking medicines on outings and advice is sought from the child’s GP if necessary where there are concerns. Children will be accompanied by trained staff who are fully aware of their needs and how to administer medicine if needed.

**Staff’s responsibility:**

* Our staff are responsible for the correct administration of medication to children who attend Fowlmere Playgroup.
* That correct administering medicine forms are given to parents to complete and completed by staff; including recording these in our administering medicines book.
* Ensuring that parent consent forms have been completed for long term medical conditions and that medicines are stored correctly and out of reach of the children.
* Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine, and if needed any medicine is handed back to the parent at the end of the day.
* If the administration of prescribed medication requires medical knowledge, staff will obtain individual training for the relevant member of staff.
* 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 key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication
* Monitor the medication record book to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.
* Provide parents if applicable with a copy of their child’s individual health plan.
* On outings staff will ensure medication for a child is taken in a sealed plastic box clearly labelled with the child’s name, the original pharmacist’s label and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.

**Parents responsibility:**

* If a child has not had a medication before we advise that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.
* Parents must give prior written permission for the administration of medication.
* Inform staff of any medication that needs to be given to their child or any long term medical conditions.
* Attend individual health plan reviews/disclose any changes made to medication and how it is administer
* Ensure that out of date medication that is kept at the setting is replaced as soon as possible.
* Support staff to contribute to risk assessments made to support their child’s needs both in the setting and on outings.

This policy was adopted at the meeting of: …….. Fowlmere Playgroup………

Held on: ………………Feb 2019…………..……

To be reviewed: …………Feb 2020 …………………….

Signed on behalf of

Management committee: ……………………………………………....

Name of signatory: ………………………………………………

Role of signatory: ……………………………………………..