



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

### **Administering of Medicines Policy**

#### **Policy Statement**

It is not our policy to look after sick children who should be at home until they are well enough to return to the setting but we will administer medication as part of maintaining a child's health or well being or when they are recovering from an illness.

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 advisable for the parent to keep the child at home for the first 48 hours as to give them time for the medication to take effect.

These procedures are in line with current guidance in 'Managing medicines in schools and early year's settings', and the Manager is responsible for ensuring that all staff understand and follow these procedures.

The child's key person is responsible for the correct administration of medication to children of 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 Manager is responsible for the overseeing of administering medication.

#### **Procedures**

- Children taking prescribed medicine must be well enough to attend pre-school.
- Only prescribed medicine can be administered. It must be in date and prescribed for the current condition.
- Children's medicines are stored in their original containers, are clearly labelled and inaccessible to the children.
- Parents give prior permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following:
  - Full name of child
  - Name of medication
  - Who prescribed it
  - Dosage to be given in the setting
  - How medication should be stored and the expiry date
  - Any possible side effects
  - Signature, printed name of parent and date
  - Signature of the member of staff who gave medication
  - As we receive medication we read the packaging for any possible side effects.



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### **Administering of Medicines Policy cont.**

- Every time medication is taken it should be noted on the form and signed by a member of staff and a witness. 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
  - Date and time of dose
  - Dose given and method
- The sheet should then be verified by the parent's signature at the end of the session(s).

### **Storage of Medicines**

- All medication is stored in a box on the piano and is labelled with the child's name, or the fridge is necessary.
- The child's key person is responsible for ensuring the medicine is handed back at the end of session(s) to the parent.
- If the administration of medicine 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 staff must be present and co-signs the record book.
- No child may self-administer. When a child is capable of understanding when they need medication (i.e. asthma) they should be encouraged to tell their key person. This does not replace staff vigilance in knowing and responding when a child needs medication.

### **Children who have long term medical conditions and may require ongoing medication.**

- A risk assessment will be carried out for each child. This is the responsibility of the Manager and key person. Other professionals may need to be involved in the assessment.
- Parents will also contribute to the risk assessment. They will be shown around the setting, told about daily routines and will be asked to point out anything that might be a risk factor for their child.
- For some medical conditions key staff will need to be trained in understanding the condition as well as how to administer the medication. This will form part of the risk assessment.
- The risk assessment will include arrangements for taking medicines on outings.
- A health care plan should include the measures to be taken in an emergency.
- The health care plan should be reviewed every six months and the review should include changes to the medication.
- Parents receive a copy of the plan and each contributor should sign it.



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**Managing medicines on trips and outings**

- For outings staff accompanying the children must include the key person for the child with a risk assessment.
- Medication for the child is taken in a sealed plastic box clearly labelled with the child’s name, name of medication. Inside the box should be a copy of the consent form and a card to record when it has been given with the details as listed above.
- On return the card should be stapled to the medicine record book and the parent should sign it.
- This procedure is read along side the outings procedure.

**This policy was adopted at a meeting of Triangle Pre-School held on:**

.....20<sup>th</sup> October 2023.....

**Date to be reviewed:** October 2024

**Signed on behalf of the Management committee:** .....

**Name of Signatory:** .....Ruth Clements.....

**Role of Signatory:** Chair Person



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