

Administration of Medicine

Policy & Procedure



Sunny Sandcastles Pre-School places the child's well-being at the very core of the ethos of the setting. Staff are paediatric first aid trained but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual member of staff. There will however, always be staff willing to administer medicine on site, and for any clarification of this matter please check with the Manager.

Procedure

It is our aim to safeguard and maintain the well-being of all children within the Pre-School and the staff who look after them. Sunny Sandcastles works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine OR creams:

Sunny Sandcastles Pre-School requires written consent in advance from parents which clearly shows:

- CHILD'S FULL NAME AND ADDRESS
- D.O.B.
- DATE AND EXPIRY DATE
- DOSAGE

If medication has not been prescribed for the child by a GP or medical professional or has expired its date, this includes Calpol & Nurofen, the Pre-School will not administer it. In extreme circumstances the manager may make the decision to administer emergency Calpol to children in the event that a child's temperature reaches or exceeds 40c in the agreement that the parents are on their way to collect the child. This will only be carried out if the manager has sought permission from the parent or a medical professional (111).

The medication must be in its original container and must be accurate for the ailment (i.e. Eye drops prescribed for an ear infection or for a sibling or relative not the child named).

A manager must record every occasion of administering the medication confirming the time & dosage of administration and which member of staff did so. The staff member will then sign the form.

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. If a child has been hospitalised due to an illness, we will contact the child's health visitor for a multi-agency meeting together with the parents and draw up a health care plan. If a child has an asthmatic pump but not been hospitalised, a health care plan will be drawn up and all staff will be trained to meet the child's individual needs.

The Manager will make parents aware of any changes in information. Only Level 3 qualified staff with first aid training will be permitted to administer medicine.

In an emergency, an ambulance will be called for and parents informed immediately.

Monitoring

The Managers will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they might need.

Storage

Medication that does not need to be refrigerated will be kept in a locked cupboard located in the kitchen. Medication that requires refrigeration will be kept in the kitchen fridge which is only accessible to Pre-School staff. All medication will be individually bagged and labelled with names, D.O.B, name of medication and prescription dates. Medication will be returned to parents/ carers upon pick up. No medication will be stored at the Pre-School outside of the time the child attends.

Once the prescription /course has finished any containers or remaining medication will be returned to the parent/ named guardian to dispose of and signed for.

Staff Medication

Staff medication on the premises must be securely stored in a locked cupboard, if the medication needs to be refrigerated then it must be stored in the fridge in the kitchen in a labelled box or bag. Staff must inform their manager if they are bringing any medicine on to the premises and ensure that it doesn't impair their ability work. Providers must obtain medical advice which confirms that the medication is unlikely to impair that staff member's ability to look after children properly.