Marsh Gibbon Pre-School
Managing Medicines - Policy

Administration of Medication

Medication will only be administered if it is essential i.e. *'that it would be detrimental to the child's health if the medicine were not administered during the setting day.'* Wherever possible, dosages of medicine should be worked out so that they can be taken outside of the pre-school sessions.

At Marsh Gibbon Pre-School we will only administer medicine that has been prescribed for a named child.

All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Brought to the setting by parents daily (collecting the medicine at the end of the session is the parent's responsibility) or a supply of medication provided specifically for use at pre-school.
- Provided in small quantities.

NOTE:
- **Medicine not in its original packaging cannot be administered.**
- **Non prescription medicine such as calpol and pain relief cannot be administered however at the discretion of the Leader some non prescribed medicines may be given (see the Leader for more information).** (Parents whose child regularly takes non prescription medicine are encouraged to discuss with their GP, whether it is appropriate for the medicine to be prescribed).
- **No medicines can be administered without prior written consent from the child's parents.**

Before administering medicine to a child the member of staff will check:
- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container
- written instructions provided by the parent on the medicine administering form

Records will be kept of when medication is administered, which will be signed by the parents and then kept in the child's file.

Refusal – If a child refuses to take their medication, staff will not compel them to do so. They will record in the child's record the refusal and any surrounding circumstances and will inform the parents as soon as possible and at the end of the session at the latest.

Medicine Storage

All medicines will be stored in a locked cupboard or in the staff fridge, if they need refrigeration. Emergency medicine that needs to be on hand at all occasions (e.g. inhalers and epi-pens) will be placed in the kitchen, out of reach of children but readily available.

Medicine Records
Each child with an ongoing need for medicine will have a plastic wallet file in the Medical Box containing:
- Copies of children's health care plans
- Copies of parent consent forms
- Medicines (if not required to be kept refrigerated or for emergency use) will be kept in the child's plastic wallet file

Records of administration of medicines to individual children will be kept in the child's file.

Emergency Procedures
Actions to be taken in an emergency and what constitutes an emergency for a particular child are contained in the child's health care plan. All staff where appropriate will have read and discussed the emergency procedures being able to carry out emergency procedures.

Trips and Outings
Before a trip is undertaken an additional risk assessment will be carried out in relation to children with medical needs. Steps will be taken to minimise risks and to ensure that all children can be included on the trip.

Medicine, for children who may require it on the trip, will be carried by the member of staff allocated to that child for the trip (usually the key person) or by the child's parent if they are attending the trip.

If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.

Copies of emergency procedures will be taken on the trip along with relevant contact numbers.

Adults supervising children with medical needs and the trip leader will carry mobile phones.

Policy Links:
Confidentiality Policy and Procedures

UNCRC Article Links:

Article 1,2,3,4,16,23,24 and 25

Articles can be read at the front of this Policy and Procedure folder.

Managing Medicines
Policy Reviewed and Updated: September 2020