



## **Administration of Medicines Policy and Procedure**

*Date: April 2023*

*Review Date: April 2024 (or when required)*

### **Statement:**

We recognise and understand that children often fall ill and this can get in the way of parents / carers needing to go to work. However, children must be cared for at home until they are well and are no longer contagious before coming back to Pippins Preschool. We recognise that children may need medication to help maintain their health or when they are recovering from an illness.

### **Aim:**

- To ensure this policy and procedure for administering medicines is followed to prevent harm of a child;
- To keep children safe and healthy and to ensure the spread of infection is contained.

### **Procedure:**

- The manager or deputy manager has the right to refuse the administration of medication at the preschool;
- At Pippins Preschool the administration of Calpol or other pain relief medication which has not been prescribed by a doctor or health care professional is only administered at the manager or deputy managers discretion;
- Medication must have the prescription sticker on it with the children and doctors details;
- If the administration of prescribed medication requires medical knowledge, training by a health professional will be arranged for all staff. We cannot administer the medication until this training has taken place;
- Medicines, (unless they need to be refrigerated) epi-pens, creams, and inhalers are to be clearly labelled with the child's name and kept in the first aid cupboard in the hall out of reach from the children. This means in the event of an evacuation, medicine can be easily removed;
- Under no circumstances should any medication be kept in a child's bag;
- Medication forms can be found in the medication folder in the cupboard in the hall;

- On arrival at Pippins Preschool. The parent/carer or responsible adult must complete and sign the Medication Form on each day the child needs to take the medication. This must include details of when (note the exact time) the last dose of medication was administered to avoid the risk of overdose;
- At the allocated time the medication must be administered by a first-aid certified member of staff;
- The staff administering the medication will have good use of written and spoken English and must fully understand any instructions relating to the administration of the medication;
- A witness, who must be a registered member of staff, will be present during the administration of the medication and will sign the witness section of the medication form;
- The staff member will check the medication has the correct child's name on the container, must follow the written instructions and will immediately sign the medication form after the medication has been administered;
- The staff member who administered the medication must ensure that the parent/care or responsible adult collecting the child signs the medication form at the end of the child's session;
- All Medication Forms are to be filed into the medication folder which can be found in the cupboard in the hall;
- During outings, all children's medications, forms and instructions will be taken with us. This will be kept in a sealed bag and each child's medication will be clearly labelled.

**Calpol or other pain relief medication:**

- To prevent the delay of treating a child with an unexpected high temperature, parents can choose to pre-authorise Pippins Preschool to administer Calpol via a consent form when registering their child;
- The dosage given will be in line with the recommended dosage for the child's age group on the instructions;
- When deciding whether or not to administer Calpol. Team members will use the following criteria:
  - Child is feeling unwell
  - Child is in pain
  - Child's temperature is above 38°C

If the answer to two or more of the above is yes, then the child can be given a single dose of Calpol providing this has been pre-authorised by the parents. We will then contact the parent immediately to inform them Calpol has been administered. If the child is too unwell to remain at preschool parents will be asked to collect them.

- If we do not have pre-authorised consent, we will contact the parent and ask for verbal consent over the phone;
- Calpol or other pain relief will only be administered at the manager or deputy manager's discretion. We will not administer Calpol to a child who is clearly unwell or contagious and needs to be at home;
- Calpol may be acceptable for instance, due to teething or an ear ache etc. which is not contagious to others;
- Medication forms can be found in the medication folder in the cupboard in the hall;
- On arrival at Pippins Preschool. The parent/carer or responsible adult must complete and sign the Medication Form on each day the child needs to take the medication. This must include details of when (note the exact time) the last dose of medication was administered to avoid the risk of overdose;
- At the allocated time the medication must be administered by a first-aid certified member of staff;
- The staff administering the medication will have good use of written and spoken English and must fully understand any instructions relating to the administration of the medication;
- A witness, who must be a registered member of staff, will be present during the administration of the medication and will sign the witness section of the medication form;
- The staff member, must follow the written instructions and will immediately sign the medication form after the medication has been administered;
- The staff member who administered the medication must ensure that the parent/care or responsible adult collecting the child signs the medication form at the end of the child's session;
- All Medication Forms are to be filed into the Medication Folder which can be found in the cupboard in the hall;
- We will not administer pain relief for a child who has been receiving this medication for more than 3 days.

### **Creams, gels and ointments**

- If your child requires creams for a long term health condition such as eczema then details, instructions and permission must be provided in the form of a health care plan;
- Creams which will not overdose a child do not require written permission. Always check the information about the cream. This will only be put on a child by a DBS checked member of staff;

- If your child requires prescribed or an over the counter gel or cream such as teething gel which can be overdosed we will require a medication form to be completed.

### **Long term medication**

- Children who require long-term medication will have their needs fully discussed as part of the child's care plan and an individual care plan will be completed. These requirements will be regularly reviewed and health care plans updated;
- Health care needs which require training will need to be completed before we can administer any medication;
- All staff will have read and signed the child's individual health care plan;
- Medication that needs to remain on site is stored in the locked first aid cupboard in the hall the expiry date is logged onto a form on the side of the cupboard;
- Expired medication must be sent home and replaced;
- In the event of an evacuation (including practices) this medication is taken with us.