

# Meppershall Pre-school

## Child Medication Policy and Procedure

### Statement of intent

Our Pre-school will ensure children receive exceptional care and support whatever their medical needs whilst at the setting, whether permanent or temporary.

### Aim

Our aim is to take appropriate steps to prevent the spread of infection, and to offer the highest level of care when a child is ill. We will carry out dispensing of any medication with prior written permission of the parents/carers and will undertake specialist training if needed.

### Method

- Before a child begins attending we ask for any information about medical needs and record on the registration form. This will be kept up to date through yearly updates.
- Parents/carers must complete a Medication Consent Form before any medication is administered. This completed form must be handed, together with the drugs/medicines, to the Senior Member of staff at the setting, who will be responsible for the administration of the drugs/medicines.
- Medication will not usually be administered unless prescribed. Drugs/ medicines prescribed by a registered Medical Practitioner may be administered to children.
- Non –prescription medication (e.g. teething gel) will be administered, but only with **prior written consent**, when there is a health reason to do so. The setting will not accept blanket consent to cover all non-prescription medicine. No creams or ointments will be applied to anyone, other than those for which there is a medical consent form. (See our high temperature policy)
- Drugs/medicines will only be administered to the child for whom they are prescribed.

If a child is to be given medication the following applies:

- Children's medication is stored in accordance to product instructions, in its original container, clearly labelled and inaccessible to the children.
- If possible the child's parent/carer will administer medicines or otherwise give prior written permission each time for the administration of medication. Medicine is checked for dosage prescribed before administration and the child's name must be printed on the prescribed medication. Any medication containing aspirin will not be administered unless this has been noted on registration form to be allowed. Medication is given respecting the child's privacy and dignity.
- Parents must inform staff of the last dose of medication (amount and time) when their child arrives at pre-school.
- If the child is reluctant to take the medicine or immediately sick following administration, this should be noted on the child's record sheet and the parents/carers are informed immediately.
- Support will be given in the incidence of a child self medicating. (e.g. inhalers)
- The actual member of staff administering the dose must sign the Medical record.
- A record of drugs given should be made indicating the time, dosage and signed by the person administering the dose, signed by a witness, both acknowledging the administration of the correct dose. This is for every dose administered.
- The administration is recorded accurately and witnessed, and a parent/carer signs the medication form to acknowledge the administration of the medicine on the same day.

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- Parents/carers are asked to record any regular medication the child takes on the registration form and this is discussed at the induction before the child starts. Parents/carers are informed to tell us of any changes in medication/dosage and changes are recorded on the child's information exchange sheet or care plan if one is in place. (e.g. asthma action plan)
- If the administration of prescribed medication requires medical knowledge, training is provided for the relevant members of staff by a health professional. Ofsted and insurers will be informed.
- Parents/carer sign the record to acknowledge the administration of the dose at the end of the session/day, on the same day or as soon as practically possible afterwards.
- With long term medication, a health care plan will be written with parents/carers and relevant health professionals to include: details of a child's condition, special requirements. (e.g. dietary needs, pre-activity precautions and any side effects of the medicines as well as what to do in case of an emergency)
- With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company.
- Un-used medicines or out of date medication will be returned to the parent/carer.

As per the Ofsted 'Giving medication to children in registered childcare': *When we use the word 'prescribe' we mean medicine that is recommended. When we use the word 'prescription' we mean written instructions from a doctor or dentist.*