

STAMPERS PRE-SCHOOL

Medications Policy (reviewed 30.3.17)

We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:

- **Stampers Pre-School will only administer medication that has been prescribed for that individual child – not for another – by a doctor, dentist, nurse or pharmacist (in the case of a medication containing aspirin, only a doctor)**
 - Stampers Preschool will only administer medication, whether prescribed or non-prescription, where written permission for that particular medicine has been obtained from the child's parent/carer.
 - *In the case of a child with a high temperature or a child who has an allergic reaction to wasp sting etc, we will try all means of contacting the parent/carer. If this is not possible we will reserve the right to use our professional judgment and administer Calpol or Piriton ensuring all the correct documentation is filled in.*
 - *Stampers reserves the right to refuse admittance to a child who in the judgement of staff is too unwell to attend.*
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- Staff will ensure that a new medication form is completed by parent/carer for each course of medication, and that the length of time medication is expected to be administered is noted.
 - On the medication form parents/carers will give signed permission for administration of medication *including:*
 - *The name of the child,*
 - *The name of the parent/carer,*
 - *Date,*
 - *Name of medication,*
 - *How long your child will need this medication for.*
 - *The dose and times to be administered,*
 - *How the medication is to be administered.*
 - *the time of the last dose of the medication given*
 - why the medication is needed*
 - The medication must be clearly marked with the child's name and is in date, in the original container with **prescriber instructions for administration**. This includes any **inhalers** left in Preschool.
 - No medication will be given to the child unless provided by the parents/carers unless in an emergency as outlined above.

- The medication is stored in accordance with the products instructions and out of reach of children at all times - either in the 'medication box' on the top shelf in the kitchen, or the top door shelf of the fridge). Inhalers are stored in a named zip lock bag per child, on the shelf above the changing table in the disabled toilet.
- The administration of medication is witnessed and recorded in the medications file and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents/carers must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Administration of Specialist Medication

We recognise that there may be times when children require specialist medication to be administered for long term medical needs during their time in the setting.

In order that this is regulated we will ensure that:

Specific permission, instruction and training will be obtained before an agreement is reached with a parent/carer to administer specialist medications (e.g. nebuliser), and life saving / emergency medications (such as adrenaline injections) and a health plan is established. This will include:

- A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
- We will discuss with parents the medication that their child needs to take and support required, instructions on how and when the drug/medicine is to be administered and what training is required.
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse.
- A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.
- Prior written consent from the parent/guardian for each day that medicine needs administering will be obtained before any medication will be administered.
- The medications consent form filled in appropriately, and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting.
- On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of medication, the dose and times to be administered, how the medication is to be administered and the length of time the medication is required.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents unless in an emergency as outlined above.
- The medication is stored in accordance with the product instructions and out of reach of children at all times. (If medication needs re-refrigerating it should be put in the preschool fridge)
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given),

date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

For information, refer to Early Years Foundation Stage Statutory Framework 2017

This Policy adopted by the Stampers Pre-school Management Committee.

Signed

Chair of Stampers Pre-school Management Committee

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