



Administering Medicines Policy

While it is not St Marks Pre-school's policy to care for sick children, who should be at home until they are well enough to return to the setting, the pre-school will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. The pre-school will ensure that where medicines are necessary to maintain the health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

St Marks Pre-school practitioners are responsible for the correct administration of medication to children for whom they are the Key Person/buddy Key Person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the Key Person/buddy Key Person, the Room Leader or Pre-school Manager will be responsible for overseeing administering medication.

- Children taking prescribed medication must be well enough to attend the setting.
- The pre-school will only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as a high temperature. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the pre-school practitioner checks that it is in-date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. The practitioner receiving the medication will ask the parent to sign a medication record form that requests consent stating the following information. No medication may be given without these details being provided:
 - the full name of child and date of birth;
 - the name of medication and strength;

- who prescribed it;
 - the dosage and times to be given in the setting;
 - the method of administration;
 - how the medication should be stored and its expiry date;
 - any possible side effects that may be expected; and
 - the signature of the parent, their printed name and the date.
- The administration of medicine is recorded accurately on the individual child's pre-school medication record sheet each time it is given and is signed by the practitioner administering the medication and a witnessing colleague. Parents are shown the medication record sheet at the end of the day and asked to sign it to acknowledge the administration of the medicine. The medication record sheet also details the following information:
 - signature of the practitioner administering the medication and a witness who verifies that the medication has been given correctly; and
 - parent's signature (at the end of the day).
 - If the administration of prescribed medication requires medical knowledge, the Pre-school Manager will obtain individual training for the relevant member of the practitioner team by a health professional.
 - No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Key Person/buddy Key Person what they need. However, this does not replace practitioner vigilance in knowing and responding when a child requires medication.
 - The Health and Safety Committee Representative and Pre-school Manager monitor the medication record book to look at the frequency of medication given in the setting.

Storage of medicines

- All medication is stored safely in a locked cupboard, on top of a cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's Key Person/buddy Key Person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when-required basis. Key Persons check that any medication held in the setting is in-date and return any out-of-date medication back to the parent.

Children who have long-term medical conditions and who may require ongoing medication

- The Pre-school Manager will carry out a risk assessment for each child with a long-term medical condition that requires ongoing medication. Parents will also contribute to this risk assessment as well as medical or social care professionals as necessary.

