

Administering Medicines Policy

When a parent/carer advises staff that a child has to be given medicine the following procedure must be followed:

- Parent/carer to complete the 'Parental Permission Form - Administering Medicines' (kept in back of register). Staff to read through with parent in case of misunderstanding the dose and time of dose should be requested and recorded when given. Directions on package of medication must be followed.
- When form is completed it will be pinned on the Kitchen wall above the fridge. A designated member of staff will administer the medicine at the prescribed times and to the prescribed doses and this will be witnessed by another member of staff. They will both sign that they have done so and a copy of the record will be given to the parent/carer at the end of the session, together with the medicine(s). Staff must not dispose of ANY medicines. Once the course of medication has been completed the form will be put in the child's file.
- Medicine(s) will be kept in the Kitchen out of reach of children.
- Medicine(s) will be clearly marked with the child's name.
- All medication, prescribed or non-prescribed will require completed consent forms.

STAFF TAKING MEDICATIONS

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

SEVERE ALLERGIES

If a child is issued with an Epi Pen the parent/carer will supply one pen in a box marked with a red cross and the child's name and details. This box is to be left in the Kitchen, out of reach of children, but in a place that it can be located

quickly. All members of staff will be made aware of its location. It is the responsibility of the parent/carer to make sure that the Pens are in date. However, staff will check the pens at the beginning of each half term.

A care plan should also be in place for children with severe allergies/specific medical needs.

STAFF TRAINING

The Pre-School have and implement a policy, and procedures, for administering medicines. It includes a system for obtaining information about a child's need for medicine, and for keeping this information up to date. Training will be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

ASTHMA

If a child suffers from Asthma and the parent/carer advises that an inhaler/puffer is needed, then the above procedure needs to be followed. If the parent wishes, a spare inhaler/puffer may be left at Pre-school in a clearly marked bag or box and stored in the Kitchen, out of the reach of children. It is the parent's/carer's responsibility to ensure that the inhaler/puffer is not out of date.

DIABETES/OTHER MEDICAL NEEDS

If staff are required to administer blood glucose tests or Insulin injections they will be trained by a Diabetes Nurse, or appropriate health professional.

A care plan must also be written in conjunction with the child's parents.

EMERGENCY/OPERATIVE CONSENT

Parents/carers are asked to sign a 'Permission for Emergency/Operative Treatment' form and asked for contact details, emergency contact details and medical information. This is kept in the child's file in a red folder. Should a child need to be taken to hospital before their parent/carer arrives at Pre-school, then a member of staff will accompany the child and take their red emergency file with them.

ADMINISTERING MEDICINES ON SCHOOL OUTINGS

Parents/carers will be asked to fill out and sign the 'Parental Permission Form - Administering Medicines'. The form and medicine(s) will be given to a designated member of staff whose responsibility it will be to administer and record medicine(s) taken. A copy of the form will be given to the parent/carer on return to Preschool.

A designated member of staff will take Epi-Pens/Insulin injections and all volunteers will be made aware of children with severe allergies.

MINOR ACCIDENTS

Minor accidents will be dealt with by staff, using the First Aid Box if necessary. All accidents will be recorded in the Accident Book and the Parent/carer, or designated person, will be asked to sign the book when picking up their child from Pre-school.