

St Barnabas Pre-School Administering Medication Policy.

Policy Statement

Children, including those taking medication, must be well enough to attend the setting. St Barnabas Pre-School will agree to administer medication as part of maintaining a child's health and well-being or when they are recovering from an illness, however, it is not our policy to care for sick children. Children who are sick should be cared for at home until they are well enough to return to the setting.

Policy Procedure

St Barnabas Pre-School will administer prescribed and over the counter medication under the following conditions:

Prescription medications.

Prescription medication must be:

- Prescribed for the child
- Prescribed by a doctor (or other medically qualified person)
- In-date
- Prescribed for the current condition
- In the original container with a legible prescription label attached

Prescription medicine will only be given to the person named on the prescription label, for the dosage stated and as instructed on the prescription.

Non-prescription medications.

Non-prescription medicines must be:

- In the original container
- Administered as directed
- In-date
- Used on occasion

Non-prescribed medication may be administered at the discretion of the duty manager. These may include topical creams, antihistamines or on occasion over the counter pain or fever relief (eg Calpol).

Should parent/carers feel that longer term use of the medicine would benefit their child's health or wellbeing, St Barnabas Pre-School will require them to seek advice from a medical professional who can provide and monitor an appropriate prescription.

Medication recording.

For children requiring medication during their session at preschool a medication form must be completed by the adult dropping them off. The form should be completed alongside a staff member at the start of the child's session. The medication form must be completed in full and signed.

Prior written permission for the administration via a medication form must be completed for each/every session and for each/every medicine.

The adult collecting the child at the end of their session is responsible for collecting the medicine from a member of staff when it will be signed back over to them.

Long term medical condition

When a child who has a long-term medical condition requiring on going medication:

- a person with parental responsibility for the child must complete a long-term medical condition form
- a person with parental responsibility for the child must complete a long-term medication form
- a member of the management team will talk through these forms with the person with parental responsibility and will assess how the child's need can best be met while in preschool
- additional training to gain understanding of the condition, as well as how the medication is to be administered correctly and risk assessments may then be completed as required

When a child requires long term medication the medication must be:

- Prescribed for the child
- Prescribed by a doctor (or other medically qualified person)
- In-date
- Prescribed for the current condition
- In the original container
- A member of the management team must have had sight of the prescribed medication with original prescription label.

The person/persons with parental responsibility for the child holds full responsibility for ensuring

- an adequate supply of the medicine is available whenever the child is in preschool
- preschool is kept up to date with any changes to the child's medical condition
- preschool is kept up to date with any changes to the child's prescription

Children may not be permitted to attend pre-school without their prescribed medicine.

The adult collecting the child at the end of their session is responsible for collecting the medicine from a member of staff when it will be signed back over to them. Alternatively, an appropriate supply of the medicine can remain at preschool.

Procedure for administration of medication.

- The staff member completing the medication form is responsible for informing the child's key person that medication is required
- The staff member completing the medication form is responsible for noting on the day board the details of the child's medication for that day
- The child's key person will, whenever possible, administer medicine to the child
- Medicine must only be administered with another staff member as a witness

- Both the administrator and the witness will read the medicine form and the instructions on the medicine.
- The stated dose, route and time of administration for the medication must be followed correctly
- When both administrator and witness are satisfied the medication is being administered correctly the medicine can be given
- Once given the administrator and the witness must immediately complete and sign the medication form
- The medicine must then be returned to the appropriate storage place

Storage of medicines

All medication is stored safely in a sealed plastic container on the medicine shelf in the staff office. The staff office door must remain locked when not in use.

Medicine that requires refrigeration must be stored in a plastic container in the fridge in the kitchen. The kitchen door must remain bolted.

It may be deemed necessary to store certain medications so that they are easily accessible e.g. inhalers or Epipens, these must be stored in the emergency medicine box on top of the piano.

Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must ensure they are aware of medical needs and medication required for all children going on the outing.

Staff are responsible for the safe storage of the medicine during the outing, proper administration, and correct recording.

Staff medication.

Any medication taken by staff/volunteers/students that may affect their ability to care for children must be reported to duty manager

Medicine must only be brought into the setting by staff/volunteers/students if it is required to be taken during their working shift.

Any medicine brought into the setting by staff/volunteers/students must be stored in the staff medicine box in the office.

The medicine box must remain on the high shelf in the office, the office must remain locked when not in use.

Visitor medicine.

Visitors to the setting are required to either store their belongings in the staff office, which must be locked when not in use, or if remaining with a staff member they must keep all belonging with them at all times.