



TiGGERS

Preschool Balcombe

Medication Administering and Recording

Policy statement

While it is not Tiggers Preschool policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases it is possible for children's GP's 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 after taking the initial dose to ensure there are no adverse effects and to give the medicine time to take effect. These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'. The Supervisor is responsible for ensuring all staff understand and follow these procedures. The principle person responsible for the correct administration of medication to a child is that child's key worker. This includes ensuring that a parent consent form has been completed, that the medicine is stored correctly and that records are kept according to these procedures. In the absence of the key worker, the Supervisor or Deputy is responsible for the overseeing of administering medication.

Procedures

All medication is stored in a lockable medicine cabinet in the kitchen (or in the fridge if needed) along with copies of Health Care Plans.

Medication administered before arrival

- Parents are to advise the member of staff on registration if the child has had any medication before arriving at Tiggers Preschool.
- This will be logged in the medication folder in case of emergency.

Long Term Medication (including eczema creams and lotions)

- Tiggers Preschool is happy to administer Long Term medication.
- A Health Care Plan will be written by SENCO and the parent along with a risk assessment for control measures.
- The Health Care Plan will state when staff are to administer medication and the dose.
- One member of staff will be named as responsible for administering the medication so that overdoses do not occur.
- Parents must provide written consent to the administration of the medication.

- Parents must provide instruction on how medication should be stored.
- Parents must advise Tiggers Preschool if the child has been given medication at home prior to attending the session, stating the time and dose administered. This must be recorded on the child's medication log.
- The child's medication log will be filled in when they are given the medication during a session. The log will state the date, time and dose administered, and will be signed by the member of staff who administered the medication. The dose will be witnessed by another member of staff. This will be signed by the parent at the end of the session.

Oral Medication (includes asthma inhalers)

- A Health Care Plan will be written by the SENCO and the parent, along with a risk assessment for control measures.
- Any oral medication to be administered by staff must be prescribed by a GP. Tiggers Preschool may at its discretion request parents to provide a copy of the prescription.
- Tiggers Preschool must be provided with clear written instructions on how and when to administer such medication and this will be written on the Health Care Plan.
- Parents must provide instruction on how medication should be stored.
- Parents must provide written consent to the administration of the medication.
- The child will have a medication log which will be filled in when they are given the medication, stating date, time and dose administered. The dose will be witnessed by another member of staff. The log will be signed by the member of staff who administered the medication and by the parent at the end of the session.

Life-saving medication and invasive treatments

- (Adrenaline injections (Epipen) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).)
- Tiggers Preschool must have a letter from the child's GP/consultant stating the child's condition and what medication is to be administered and written consent from the parents allowing staff to administer medication. Parents will be responsible for ensuring that staff at Tiggers Preschool have appropriate training in the administration of any such medications (staff will make themselves available to medical professional for such training on request).
- Parents must provide written consent to the administration of the medication.
- The child will have a medication log which will be filled in when they are given the medication, stating date, time and dose administered. The dose will be witnessed by another member of staff. The log will be signed by the member of staff who administered the medication and by the parent at the end of the session.
- With the case of life-saving medication a policy will be created, following the individual's protocol and needs.

Short term medication

- Tiggers Preschool will not administer paracetamol (e.g. Calpol) or ibuprofen (e.g. Nurofen) unless prescribed by the doctor as a long term medication.

- If a child needs paracetamol or ibuprofen for a headache or fever, then Tiggers Preschool believe that the child should remain at home.
- If for any other reason the child needs paracetamol then a dose should be administered by parents before the session, enabling the child to take the second dose when they return home following the end of the session.
- If a child needs antibiotics then the dose required should be administered by parents before the session, enabling the child to take the second dose when they return home following the end of the session .
- If this is not possible, Tiggers Preschool will administer antibiotics.
- 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 after taking the initial dose to ensure there are no adverse effects and to give the medicine time to take effect.
- One member of staff will be named as responsible for administering the medication so that overdoses do not occur.
- Parents must provide written consent to the administration of the medication.
- Parents must provide instruction on how medication should be stored.
- Parents must advise Tiggers Preschool if the child has already had medication at home, stating the time and dose administered. This must be recorded on the child's medication log
- The child will have a medication log which will be filled in when they are given the medication, stating date, time and dose administered. The dose will be witnessed by another member of staff. The log will be signed by the member of staff who administered the medication and by the parent at the end of the session.

Further guidance

Managing Medicines in Schools and Early Years Settings (DfES 2005)

Medicines Act (1968)

Health and Safety (First Aid) Regulations (1981)