



LITTLE ELLIES

Administering Medicines Policy

Policy Creation & Review	
Author(s)	Sheleena Laskar
Creation Date	December 2012
Last review date	September 2023
Next Review Date	September 2024

Little Ellies

Administering medicines

Policy statement

While it is not our 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. Little Ellies place the child's well-being at the very core of the ethos of our setting. All staff are first aid trained but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual member of staff. All permanent staff will be allowed to administer medicine, but for any clarification of this matter, please check with the manager.

Prescription medicines must not 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) – 'Statutory Framework for Early Years Foundation Stage' pg. 27: 3.45. 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. At Little Ellies, 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 medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the **first 48 hours** to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures that are outlined in this policy.

Permanent staff, especially room leaders are responsible for the correct administration of medication to children who are in their care. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. The administering of any medication also needs to be witnessed by a second member of staff.

Procedures

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine. Little Ellies require written consent from parents which clearly shows the date, dosage and expiry date. The label must have the name of the child on it in the original packaging. If the medicine has not been prescribed for the child Little Ellies staff will not administer it.

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Children's Paracetamol (un-prescribed) is administered only with the consent of the parent in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - ✓ Full name of child and date of birth
 - ✓ Name of medication and strength
 - ✓ Who prescribed it
 - ✓ Dosage to be given in the setting

- ✓ How the medication should be stored and expiry date
 - ✓ Any possible side effects that may be expected should be noted
 - ✓ Signature, printed name of parent and date
- The administration is recorded accurately each time it is given and is signed by staff.
 - If the child has been prescribed antibiotics by a doctor, we will not accept the child back in the nursery until the **3rd day** of taking prescribed medication.
 - If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff 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 what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
 - In an emergency situation, an ambulance will be called for and parents informed immediately. A member of staff will accompany the child to the hospital until a parent/carer arrives.

Storage of medicines

- Children's prescribed medicines are stored in their original containers, are clearly labeled and are inaccessible to the children.
- All medication is stored safely, in a cool dry place and refrigerated (if required) for appropriate storage. Little Ellies has a designated medication cabinet, which is locked and out of reach of children.
- The child's 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. Key persons check that any medication held to administer on an as and when required basis or on a regular basis, is in date and returns any out-of-date medication back to the parent. Little Ellies will only administer medicine prescribed by the doctor within a month of issue unless it is specific long term medication prescribed by the doctor.
- Medication must be returned to the parent/carer at the end of each day. The nursery will not store medication for future illnesses unless it is a long term medical condition which will be stored accordingly (see below).

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

- A risk assessment is carried out for each child with a long term medical condition that requires ongoing medication, severe dietary needs or allergies and an individual care plan will be agreed. This is the responsibility of the nursery manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to the risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP / Health Visitor's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.

- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box/bag clearly labeled with the child's name, name of the medication. Inside the box/bag is a copy of the consent form and a medication form to record when it has been given, with the details as given above. The parent signs the medication form on collection of the child.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box/bag clearly labeled with the child's name, name of the medication. Inside the box/bag is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when traveling in vehicles
- This procedure is read alongside the outings procedure.

The nursery manager will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to give feedback at meetings on any areas of concern or to identify training needs that they may have.