

04 Health procedures

04.02 Administration of medicine

Key persons and a senior member of staff are responsible for administering medication to the children; ensuring consent forms are completed, medicines stored correctly and records kept.

Administering medicines during the child's session will only be done if absolutely necessary.

If a child has not been given a prescription medicine before, it is advised that parents/carers keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The pre-school manager must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.

When bringing in medicine, the person with parental responsibility informs either the child's key person, the manager/deputy or senior room leader, who will receive the child's medication and ask the person with parental responsibility to complete the 04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves. Staff will be informed by the person with parental responsibility on the day if the administration of any medicine is required. The child's key person is informed if it has not already been done.

- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with person with parental responsibility and record the circumstance of the events and hospital instructions as relayed to them by the person with parental responsibility.
- Members of staff who receive the medication ask the person with parental responsibility to sign 04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves stating the following information. No medication is given without these details:
 - full name of child and date of birth
 - name of medication and strength
 - who prescribed it
 - dosage to be given. Staff members are to check that the dosage on the label is what the person with parental responsibility says it is. If there is a discrepancy, the person with parental responsibility is questioned. It may be that be that it is not appropriate to give the medication. This would be discussed with the person with parental responsibility.

- the method of administration;
- how the medication should be stored and expiry date
- a note of any possible side effects that may be expected, if available
- signature and printed name of person with parental responsibility and date

04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves is kept in the sealed clipboard box along with the medication whilst the medication is being administered. Once the treatment is completed the form is moved to the child's details folder or accident folder.

Storage of medicines

All medicines are stored safely and each child receiving medication has their own sealed clipboard box. These are stored in a high place out of reach of the children. Refrigerated medication is stored in the kitchen fridge.

- Staff are informed where the necessary medication is stored through training, policies and regular updates.
- The key person is responsible for ensuring medicine is handed back to the person with parental responsibility at the end of the day.
- For some conditions, medication for an individual child may be kept at the pre-school. 04.02a Medical record/Healthcare plan form is completed, if appropriate. Key persons check that it is in date and return any out-of-date medication to the person with parental responsibility.
- The person with parental responsibility does not access where medication is stored, to reduce the possibility of a mix-up with medication for another child or staff not knowing there has been a change.
- When the medication is given back to the person with parental responsibility, they are asked to sign saying that they have taken the medication back.

Record of administering medicines

04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves is kept in the sealed clipboard box along with the medication whilst the medication is being administered. Once the treatment is completed the form is moved to the child's details folder or accident folder.

All staff involved in giving any medicine are all aware where the forms are stored.

The 04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves records:

- name of child
- name and strength of medication
- the date and time of dose
- dose given and method

- signed by staff administering the medicine and the witness
- verified by person with parental responsibility signature at the end of the day

A witness signs the 04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves (stored within the sealed clipboard box along with the medication whilst the medication is being administered) to verify that they have witnessed medication being given correctly according to the procedures here.

For the application of medicated nappy cream, staff sign a piece of paper each time it is applied to say the cream has been applied and this is put in the child's bag so can go to the parent/carer on pick up.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Children with long term medical conditions requiring ongoing medication

- Risk assessment is carried out for children that require ongoing medication. This is the responsibility of the pre-school manager/key person/SENCO. Other medical or social care personnel may be involved in the risk assessment.
- Parents/carers contribute to risk assessment. They are shown around the pre-school, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought, if necessary, where there are concerns.
- 04.09 Medical record/Health care plan form is completed fully with the parent/carer; outlining the key person's/SENCO role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.
- The 04.09 Medical record/Health care plan should include the measures to be taken in an emergency.
- Parents/carers receive a copy of the 04.09 Medical record/Health care plan and each contributor, including the parent/carer, signs it.

Managing medicines on trips and outings

- Children are accompanied by their key person or other staff member who is fully informed about their needs and medication.
- Medication is taken in their sealed clipboard box with the child's name, name of medication, the 04.02a Parental Consent Form for Administration of Medicine to a Child whilst at Little Doves, with details as above.
- If a child on medication has to be taken to hospital, the child's medication is taken in the sealed clipboard box clearly labelled as above.
- As a precaution, children should not eat when travelling in vehicles.

Staff taking medication

Staff taking medication must inform their manager. The medication must be stored securely in a secure area away from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

Further guidance

Medication Administration Record (Early Years Alliance 2019)

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