



MANAGING MEDICINES POLICY

Statement of Purpose

Our aim is to welcome all children and their families, we will endeavour to include all children and offer relevant support for identified needs.

Parents Responsibilities

At New Millside Pre-school we rely on parents to keep us informed about any medical condition or treatment that their child receives. Any treatment needing to be undertaken, during a session (whether regularly or in the event of an emergency) should be discussed with the setting leader and the child's keyworker. A health care plan should be completed and if medication needs to be administered a parental consent form signed.

Confidentiality

At New Millside Pre-school we respect the child's right for confidentiality and information will be shared with relevant staff members after discussion with parents about who needs to be informed.

Staff Responsibilities

Prescribed Medication will be administered by a senior member of staff (**Pre-school Manager and Deputies**) and witnessed by a second member of staff. Both people will sign the administration of medication form. A signed written record will be kept of all medicines administered, which will be available to the parent when they collect their child. When appropriate they will access relevant training from a health care professional.

Administration of Medication

Medication will only be administered if it is essential i.e. that it would be detrimental to the child's health if the medicine were not administered during the pre-school day. Wherever possible, dosages of medicine should be worked out so that they can be taken outside of the pre-school sessions.

At New Millside Pre-school we only administer medicine that has been prescribed for a named child.

All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Brought to the setting by parents daily (collecting the medicine at the end of the session is the parent's responsibility) or a supply of medication provided specifically for use at pre-school.
- Provided in small quantities.
- Medicine not in its original packaging cannot be administered**
- Non prescription medicine cannot be administered** (Parents whose child regularly takes non prescription medicine are encouraged to discuss with their GP, whether it is appropriate for the medicine to be prescribed)
- No medicines can be administered without prior written consent from the child's parents.**

Before administering medicine to a child the member of staff will check;

- The child's name & date of birth
- Prescribed dose, name of medication & strength & who prescribed
- Expiry date & how it should be stored & possible side effects
- Written instructions provided by the prescriber on the label or container & who prescribed
- Signature & printed name of parent & date

Records will be kept of all medication brought to the setting and when medication is administered this will also be recorded in the medicine file and signed by the parents.

Refusal – If a child refuses to take their medication, staff will not compel them to do so. They will record in the child's record the refusal and any surrounding circumstances and will inform the parents as soon as possible and at the end of the session at the latest.

Medicine Storage:

All medicines will be stored in a locked box or in the staff fridge in an airtight box, if they need refrigeration. Emergency medicine that needs to be on hand at all occasions (e.g. inhalers and epi-pens) will be placed in a locked box in the office.

Medicine File – the medicine file will contain:

- A record of all medicines on site and their location
- Copies of parent consent forms (originals will be kept in the Day Care Record file)
- Records of administration of medicines to individual children
- Copies of children's health care plans

Emergency procedures:

Actions to be taken in an emergency and what constitutes an emergency for a particular child are contained in the child's health care plan. Two members of staff will be named in the plan to be responsible lead people in an emergency, but all staff where appropriate will have read and discussed the emergency procedures so that they are able to support the named members of staff. Copies of the emergency procedures will be laminated and pinned in the office, so that they are readily available for consultation in the event of an emergency.

Trips & Outings

Before a trip is undertaken an additional risk assessment will be carried out in relation to children with medical needs. Steps will be taken to minimise risks and to ensure that all children can be included on the trip.

Medicine, for children who may require it on the trip, will be carried by the member of staff allocated for that child for the trip (usually the keyworker) or by the child's parent if they are attending the trip.

If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.

Copies of emergency procedures will be taken on the trip along with relevant contact numbers.

Adults supervising children with medical needs and the trip leader will carry mobile phones.

Staff Medication

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

If a staff member is taking medication which may affect their ability to care for the children, they should seek medical advice and provide the leader with a letter from their doctor stating that the medication is unlikely to impair their ability to look after children.

New Millside will ensure that those staff 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. This will be discussed during supervision meetings with staff and adjustments made if and where necessary.

Staff medication on the premises must be securely stored and out of reach of children at all times.