



Administration of Medicines Policy

A child who has an infectious illness, or who feels unwell, should ideally be at home. Instances do occur however when staff may be called upon to administer medication on behalf of a parent. Appletree Nursery School aims to support children and families in enabling regular attendance for those children with identified medical needs or on long term medication. Parents /carers who request the administration of medicines in the School must comply with the following policy.

“Medicines must not usually be administered unless they have been prescribed for a child... by a doctor, dentist, nurse or pharmacist” (EYFS statutory framework 2012).

Parents / carers are responsible for supplying adequate information regarding a child’s condition and medication. This information must be in writing, signed and current to ensure that procedures for each individual child are clearly understood.

Staff may only administer medication if the appropriate forms have been signed. (see appendix) These ensure that appropriate information has been obtained about the child’s needs for medication and that information is up to date.

Long Term Medication

If the medicine is for medium to long term use (e.g. treatment for asthma or eczema), the medical care plan pro-forma must be completed:

- a medical care plan (FORM 2);
- signed permission from parents (FORM 3);
- confirmation of the adult with a Duty of Care agreement (FORM 4).

Staff should not administer medicines without first receiving appropriate medical information or technical knowledge and/or training from a qualified medical practitioner.

Team leaders should ensure that bronchial inhalers are checked regularly

Short Term Medication

If the medicine is for short term use (e.g. antibiotics), it may only be administered when parents have completed the prescribed medicine permission form (FORM 3). This will detail:

- the child's name;
- the exact dosage and method required;
- time or times of day it is to be/has been administered;
- procedures to take in an emergency.

Agreement should also be obtained from the adult with a duty of care (FORM 4).

Over the Counter Medication

Ofsted guidance for registered childcare providers allows for the administration of medication recommended by a pharmacist or nurse without a written prescription. Legal guidance allows for administration of over-the-counter medication such as pain and fever relief or teething gel. However, written permission must be sought and the same recording procedures followed as for prescribed medicines.

Medication must only be administered if there is an accepted health reason to do so. The EYFS statutory framework states that medicines containing aspirin should only be given if prescribed by a doctor.

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All medication should be presented in its original packaging and instructions from the parent/carer should match those on the pharmacy label or packaging. A dosage measuring spoon or container should also be provided. The setting should never accept medicines that have been taken out of the container as originally dispensed nor make changes to doses on parental instructions.

Medicines must be administered by a team leader and will always be witnessed by another member of staff.

A medicine administration form (FORM 5) will be completed and witnessed by another member of staff; copies will be given to parents on the same day or as soon as reasonably practicable.

Risk Assessment and Management Procedures.

Medicines should be stored strictly in accordance with product instructions. Some medicines need to be refrigerated. These should be stored in an airtight container and clearly labelled. All medicines will be safely stored out of sight and reach of children.

The possession and administration of some medicines are controlled by the Misuse of Drugs Act 2005 and its associated regulations. Where children have been prescribed controlled drugs, staff need to be aware that these should be kept in safe custody.

Controlled drugs should be kept in a lockable non-portable container and only named staff should have access.

A record of controlled drugs held on the premises should be kept for audit and safety purposes.

Emergency Procedures

All staff should be made aware of the possibility of a crisis arising and the appropriate action to be taken should an emergency occur. Individual health care plans include how to manage individual children in an emergency.

Review

This policy was developed in accordance with LCC Guidance for services working with children and young people and Ofsted childcare factsheet 'Giving medication to children in registered childcare' (2010) Ref 080290.

The day-care manager and Head of Centre are responsible for ensuring that this policy is observed and reviewed as part of the children's centre regular policy review cycle.

Forms relating to the administration of medicines are available to download from:
http://www.lancashire.gov.uk/education/paf/pid1142/form_templates.doc

