



Policy Adopted	September 2008
Policy Reviewed	October 2018
Approved by	CEO / Business Manager

MEDICATION* POLICY & PROCEDURE

To be read in conjunction with: sick child policy, safeguarding & child protection policy

In accordance Managing Medicines in Schools and Early Years (2005), "Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.

Parents, and the child, if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, also be able to provide additional background information for staff"

Prescribed Medication*

In accordance with the EYFS, the setting will only administer prescribed medication* when it is essential to do so, that is where it would be detrimental to a child's health if the medicine were not administered. Where a child receives medication* three times a day, it is reasonable for the setting to administered one dose but only where the child attends for a full day. The medicine will be stored in the medicine cupboard or fridge in accordance with the product instructions.

Non-Prescribed Medication*

The setting does not normally administer non-prescribed medication*. With written consent from the parent or carer, the Duty Manager may agree to administer medication* such as antihistamines, creams or pain relief. The parent must specify when the medication* should be applied or administered. A medicine request form giving prior written permission for staff to administer medication* must be completed by the parent. We will not administer any medicine containing ASPIRIN unless it is prescribed for the child by a doctor.

Storing medication

Inhalers and epi-pens are kept in a safe place out of reach of children, such that they are readily-available if required. All other medicine is stored in a locked cabinet. Following the handover of medication from the parent/guardian, individual settings record the date medication is handed-over and date collected, on a daily basis. Additionally, the contents of the medicine cabinet are to be checked on a termly basis, to ensure that no medication is out-of-date. If it is, then it is returned to the parent/guardian.

Administering medication*

Two members of staff are present to administer ALL medication*; the medicine is only administered by a qualified first aider. We do not allow trainees, students or volunteers to administer children's medicines. Both staff members must concentrate on the child as an individual, they check and agree the dose to be given according to the medicine consent form. One staff member administers the dose witnessed by the other staff member, both staff sign the medicine consent form.

The administration of the medicine is accurately recorded, signed by both staff members and countersigned by the parent / carer.

The staff will not give the first dose of any medicine not previously taken by a child in case of allergic reaction.

When administering any medication* the setting staff must ensure they receive the following information:

- A written medicine request (non-prescribed medicine), a medicine consent form giving prior written permission for staff to administer medication* completed by the parent, stating the name of medication*, when the last dosage was given, the time and dosage that staff will be required to give. Unless the child has a health care plan in place, it may be necessary for the parent to complete a medicine request form for each day;



- If the administration of medicines requires technical/medical knowledge then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned;

The setting will not accept medicines that are not in their original containers as originally dispensed. All medicines must be clearly labelled with the child's name. All short term medication* must be returned to the parent at the end of the child's session.

Written records must be held by the setting, completed by the member of staff administering or applying the medication* and then counter-signed by the parents to acknowledge entry.

Nappy Rash Cream

Nappy rash cream can be applied by setting staff provided the parent specifies when the cream should be applied and how much to apply. The nappy rash cream supplied must be a recognised nappy cream that can be purchased at a chemist. The written consent form must also be completed by the parent/carer

Child Care Plans

Where a child is prescribed medication* for a medical need such as eczema or asthma the setting Manager will develop a Care Plan with the parent. The setting Manager will agree with the parent how to recognise when the condition is getting worse and when to administer medication*. The parent must also complete the Written Medicine Request so that staff can administer medication*.

Where the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a **CARE PLAN** must be put in place with the parent, setting Manager and relevant Health Care professional. The parent must also complete the Written Medicine Request Form so that staff can administer medication*. Advice from the relevant Health Care professional will be sought to determine whether the administration of the medication* requires training.

Care Plans must be developed prior to the child starting at the setting. If the condition develops when the child already attends the setting then a Health Care Plan must be developed immediately with the input from the parents and appropriate Health Care Professionals. In some cases it may be necessary for childcare to stop until the Care Plan and appropriate training has been put into place. This will be determined by the setting Manager after consultation with relevant Health Care professionals. This is to ensure that the setting remains a safe place for the child and ensures that setting staff can meet the needs of the child appropriately and provide the level of support that is required.

** medication includes creams, drops, medicine, inhalers, epi-pens*