

2.5 Administering Medicines Policy

Whilst 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 on-going health and well being.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done when it would be detrimental to the child's health if not given in the setting. If the child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as time for the medicine to take effect.

- Children taking prescribed medication must be well enough to attend the setting.
- Only medicines prescribed for the child by a doctor, nurse or pharmacist will be administered by staff. It must be in date and prescribed for the current condition.
- The Duty supervisor is responsible for over-seeing the safe administration of medicines.
- All medicines must be clearly named and marked with instructions for administering, including the correct dose.
- Medicines must be provided in their original containers and will be stored out of reach of children.
- Medicines stored will be recorded and monitored by Health and Safety Officer each term. Medicines stored list is inside the kitchen cupboard.
- If medicines are to be administered written consent must be given by the parent to the staff, on our Medical Consent Form, along with the medication.
- If a member of staff receives an item of medication, they must check with the parent the details on the Medical Consent Form are correct, including checking expiry date and dosage required along with any special instructions.
- Playgroup staff may seek advice from the child's Health Visitor or Area Nursery Nurse regarding any training needed.
- Children will not be allowed to self-administer medicines. If the child is capable of understanding when they need medication (eg asthma), they will be encouraged to tell a member of staff. Staff will still be vigilant as to when and if this is necessary.
- Expiry dates will be checked before administering medicines.
- If any authorised medication is administered, staff must complete a page in the

“Children’s Medication Given” book. The book is stored in the medicine box in the kitchen cupboard. The information recorded will be Child’s Name, date, time, medicine given, dosage given, staff signature. The top copy to be given to parent/carer and the carbon copy remains in the book for our records.

- Children who have a long term medical condition may need a health care plan. If necessary, medical personnel and parents will be invited to contribute to a risk assessment. Training of staff may form part of this risk assessment
- We will notify our insurance provider of all required conditions, as laid out in our insurance policy.

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