

Managing and Administering Medicine Policy



Parental Responsibilities

Parents have the prime responsibility for their child's health. At Fledglings 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 manager and the child's key worker. A health care plan should be completed for any such medical conditions. Where medication needs to be administered during the session, a parental consent form is completed and signed.

Staff responsibilities

Managers are responsible to ensure the appropriate paperwork has been completed. Keyworkers are responsible in ensuring their key children's health care plans are reviewed and updated when any changes occur and at least once a term. The medicine will be administered by a first aider who will record the details appropriately.

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 setting day. Wherever possible, dosages of medicine should be worked out so that they can be taken outside of the preschool sessions. We will only administer medicine that has been prescribed for a named child. Should the medication require specific technical/medical knowledge we will access training from a qualified health professional

All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescriber's instructions for administration
- Brought into the setting daily, or a supply of medication provided specifically for use within. It is the parent's responsibility to collect the medicine at the end of the session.

✗ **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
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

Records will be kept of all medication administered, including how much, at what time and who by, which will also be signed by the parent on collection of their child.

Refusal - If a child refuses to take their medication, staff will encourage, but 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

Emergency medicine will be stored on the kitchen pass accessible to staff, but out of reach of the children. Other medicine will be stored appropriately (according to the product instructions) and out of reach of the children.