



Registered Charity No. 1022409

## 5 Health policy and procedures

**Designated Health and Safety Officer is: Flora Lau**

### 5.3 Administration of medicine

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the preschool, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

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 where it would be detrimental to the child's health if not given in the preschool. If a 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 to give time for the medication to take effect.

This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. The preschool manager oversees administration of medication. In the absence of the key person, the preschool manager and deputy are responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

- Children taking prescribed medication must be well enough to attend the preschool.
- We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.

- Non-prescription medication, (e.g. Calpol), may be administered, but only with prior written consent of the parent and only when there is a health reason to do so and only when we are satisfied the child is well enough to attend.
- Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor.
- The administering of un-prescribed medication is recorded in the same way as any other medication.
- Key persons are responsible for administering medication to their key children; ensuring consent forms are completed, medicines stored correctly and records kept.
- If a child has not been given a prescription medicine before, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The preschool managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

### **Consent for administering medication**

- Parents must give prior written permission for the administration of medication. When receiving the medication, the preschool manager or key person in her absence will ask the parent to sign a consent form stating the following information.
- No medication may be given without these details being provided:
- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- When bringing in medicine, the parent informs their key person/back up key person, or preschool manager if the key person is not available. The preschool manager should also be informed.
- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication ask the parent to sign a consent form stating the following information. No medication is given without these details:
  - full name of child and date of birth
  - name of medication and strength
  - who prescribed it
  - dosage to be given
  - how the medication should be stored and expiry date
  - a note of any possible side effects that may be expected
  - signature and printed name of parent and date

### **Storage of medicines**

All medicines are stored safely. Refrigerated medication is stored separately or clearly labelled in the main kitchen fridge.

Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the preschool leader or key person in her absence checks that it is in date and prescribed specifically for the current condition

- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication for an individual child may be kept at the preschool. Healthcare plan form must be completed. Key persons check that it is in date and return any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

### **Record of administering medicines**

A record of medicines administered is kept in the marked plastic box in the main kitchen.

The medicine record book records:

- name of child
- name and strength of medication
- the date and time of dose
- dose given and method
- signed by key person/preschool manager
- verified by parent signature at the end of the day

A witness signs the medicine record book to verify that they have witnessed medication being given correctly according to the procedures here.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

### **Children with long term medical conditions requiring ongoing medication**

- Risk assessment is carried out for children that require ongoing medication. This is the responsibility of the preschool manager and key person. Other medical or social care personnel may be involved in the risk assessment.
- Parents contribute to risk assessment. They are shown around the preschool, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought, if necessary, where there are concerns.
- Health care plan form is completed fully with the parent; outlining the key person's role and what information is shared with other staff who care for the child.

- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

### **Managing medicines on trips and outings**

- Children are accompanied by their key person, or other staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and a card to record administration, with details as above.
- The card is later stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.
- This procedure should be read alongside the 3.7 Short trips, outings and excursions procedure.

### **Staff taking medication**

Staff taking medication must inform the preschool manager. The medication must be stored securely in the main kitchen away from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

### **Further guidance**

Medication Administration Record (Early Years Alliance 2019)

This policy was adopted on 6<sup>th</sup> September 2025

Date to be reviewed 6<sup>th</sup> September 2026

Signed by committee chairperson

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Signed by preschool manager

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