



## Administering Medicines Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> <li>• Updated format and introduction of version control</li> <li>• Changed job titles in light of recent changes to organisation</li> <li>• Added sentence from Preschool Learning Alliance template update August 2016 relating informing our insurer about all required conditions as laid out in our policy</li> <li>• Included reference to Managing Children with Allergies, or who are Sick or Infectious Policy when administering medicine in an emergency.</li> </ul>
1.1	05.07.2018	RM / LC	<ul style="list-style-type: none"> <li>• Reviewed policy in line with annual review schedule</li> </ul>
1.2	24.04.2019	RM / NK	<ul style="list-style-type: none"> <li>• Updated job titles / staff names / Early Years Alliance rebrand</li> </ul>
1.3	04.07.2019	LC /NK	<ul style="list-style-type: none"> <li>• Windmills will not administer un-prescribed medication (section removed)</li> </ul>
1.4	02.07.2020	LC /NK	<ul style="list-style-type: none"> <li>• Full annual review</li> </ul>

### Reviews and Approvals

<b>Policy adopted :</b>	15 September 2009 by Windmill Under 5s Management Committee	
<b>It was last updated:</b>	4 July 2019	
<b>It will be reviewed:</b>	Summer Term (July) 2021	
<b>Signed &amp; dated:</b>	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

## **Safeguarding and Welfare Requirement: Health**

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

## **Health**

### **15. Administering Medicines**

#### **Policy statement**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to Windmills, 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 the 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. If the prescription is to be administered 3 three times a day there is no need for Windmills to administer during session time. If the prescription is to be administered 4 times a day then Windmills will administer the medicine during the session. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given at Windmills. If a child has not had a medication before, it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure no adverse effects, as well as to give time for the medication to take effect.

Where possible, the child's Key Person is responsible for the correct administration of medication to children for whom they are Key Person. This includes ensuring that parent/carer consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the Key Person, the Preschool Manager is responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

#### **Procedures**

- Children taking prescribed medication must be well enough to attend Windmills.
- We usually only administer prescribed medication when it has been prescribed by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

- On receiving the medication, the Key Person checks that it is in date and prescribed specifically for the child and current condition. The box or medication will be checked for the original pharmacist's label. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parent.
- Parents/carers must give prior written permission for the administration of medication. The Key Person receiving the medication must ask the parent/carer to sign a Medication Consent Form stating the following information. No medication may be given without these details being provided:
  - full name of child and date of birth;
  - name of medication and strength;
  - who prescribed it;
  - dosage and time to be given at Windmills;
  - the method of administration;
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected; and
  - the signature and printed name of parent/carer and the date.
- A parent/carer will hand the medication to the child's Key Person or Preschool Manager. The Key Person asks the parent/carer to complete a Medication Consent Form. This is then displayed in the kitchen so it is easy for all staff to see. It is the responsibility of the Key Person or the Preschool Manager to administer the dose. The Key Person must also advise the Preschool Manager. Two members of staff must be in attendance when dose is administered.
- The administration of medicine is recorded accurately on our Medication Record Form each time it is given and is signed by the Key Person/Preschool Manager. Parents/carers are shown the Medication Record Form at the end of the session and asked to sign to acknowledge the administration of a medicine. The Medication Record Form records:
  - name of the child;
  - name and strength of medication;
  - the date and time of dose;
  - dose given and method; and is
  - signed by Key Person/Preschool Manager and;
  - parent/carer's signature.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Key Person what

they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

- We monitor the medication record book to look at the frequency of medication given in Windmills. 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.

#### *Storage of medicines*

- All medication is stored safely in a locked medicine box or refrigerated as required. The locked medicine box is kept in the kitchen out of reach of children. The refrigerator is not used solely for storing medicines, and therefore medicine is kept in a marked plastic box.
- Parents/carers are responsible for collecting the medicine from the Key Person/Preschool Manager at the end of the session.
- For some conditions, medication may be kept at Windmills to be administered on a regular or as-and-when-required basis. Key Persons check that any medication held at Windmills is in date and return any out-of-date medication back to the parent/carer. It is the parent/carer's responsibility to replace the medication in a timely manner.

#### *Children who have long term medical conditions and who may require ongoing medication*

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Preschool Manager alongside the Key Person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers will also contribute to a risk assessment. They should be shown around Windmills, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A Health Care Plan for the child is drawn up with the parent/carer; outlining the Key Person's role and what information must be shared with other staff who care for the child.
- The Health Care Plan should include the measures to be taken in an emergency.
- The Health Care Plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

- Parents/carers receive a copy of the Health Care Plan and each contributor, including the parent/carer, signs it.
- It may be necessary for Insurance purposes, for parents of children with long term health conditions, to submit a letter from their GP outlining their current condition and any treatment required. These details, together with the risk assessment will be submitted to our insurer.

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

- If children are going on outings, staff accompanying the children should include the Key Person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the Medication Record as given above.
- On returning to Windmills the card is stapled to the medicine record book and the parent/carer 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 with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent/carer.
- This procedure is read alongside the Supervision of Children on Outings and Visits Policy

#### **Legal framework**

- The Human Medicines Regulations (2012)