**ADMINISTERING MEDICINES POLICY.**

Cowling Preschool will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

**Policy Statement.**

Sick children should be at home until they are well enough to return to the setting, but we understand some medication may be required once the child is well enough to return, or on a long-term basis for health reasons. A designated member of staff is responsible for the correct administration of medication to children. They will ensure that the medicine book is completed, medicines are stored correctly and that records are kept according to procedures.

**Procedures.**

* Children taking prescribed medicine must be well enough to attend the setting. Only medicine prescribed by a Doctor or other medically qualified person is administered. It must be in date and prescribed for the current condition. Children’s paracetamol (e.g. Calpol) will be available on the premises for emergency use only. Parents will be asked for their consent to administer paracetamol prior to it being given, but will not ne given routinely, even at a parent’s request.
* Children’s prescribed medicines are stored in their original containers, clearly labelled and will not be accessible to children.
* Parents give written permission through the use of the medicine book. The staff receiving the medication must ask the parent to sign the medicine book stating the following information:
  + Name of Child
  + Name of Doctor
  + Name of medication and expiry date
  + Dosage
  + Method of administration
  + Time at which medicine is to be administered
  + Circumstances in which medication is to be administered
  + Parent’s signature and date.

**All staff will be able to accept a child’s medication, complete the medicine book and attain the parent’s consent. Andrea Baldwin or Nicola Smith will oversee the process.**

Storage of Medicines.

* All medicine is stored safely in a locked cupboard or refrigerated in a designated area.
* The designated key worker responsible that day for administering medicines is also responsible for ensuring medicine is handed back to the parent at the end of the session.
* We will not keep prescribed medicine on the premises overnight.
* If the administration of medicine requires medical knowledge, individual training will be provided for key workers by a health professional.
* If rectal medication needs to be administered there must be two members of staff present, both who must co-sign the record book.
* No child will be allowed to self-administer. Where a child is capable of understanding when they need medication they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding when a child needs medication.

Children who have long term medical conditions and who may require on going medication.

* A risk assessment is carried out for each child with long term conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
* Parents will contribute to the risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
* For some medical conditions the key staff will need to have training in basic understanding of the condition as well as how any medication is to be administered correctly. The training needs for staff is part of the risk assessment.
* The risk assessment covers vigorous activities and any other preschool 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 advice is sought if necessary where there are concerns.
* A health care plan should then be agreed and should include measures to be taken in case of an emergency.
* The health care plan for the individual is reviewed every six months or more frequently if required. This includes reviewing the medication e.g. changes to dosage, any side effects noted etc.
* Parents will receive a copy of the health care plan and will be required to sign it.

Managing medicine on trips and outings.

* If children are going on outings, staff accompanying the children must 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 the child is taken in a sealed plastic box with the child’s name and name of medication. A copy of the medicine record is taken with the staff members and is completed as required.
* On returning to the preschool, the copied record is stapled into the original medicine record.
* If a child on medication has to be taken to hospital, the child’s medication is taken in a sealed box clearly labelled with the child’s name and name of the medication. Inside the box should be a copy of the medicine record.
* This procedure is read alongside the Outings Policy and procedures.

Staff medication (e.g. aspirin, paracetamol etc.) must not be left in bags but must be stored in a locked cupboard. It is preferable that it is not brought onto the premises at all.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**