

The Strawberry Patch Nursery and Pre-school

Administering Medication Policy

Policy Statement

While it is not the policy of the Strawberry Patch 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 health and well-being or when they are recovering from illness.

In many cases, it is possible for the children's GP's to prescribe medicines that can be taken at home mornings and evenings. As far as possible, administering medication will only be done where it would be detrimental to the child's health if not given in the setting. It is advised that the parent keeps the child at home for the first 72hours to ensure there are no adverse effects as well as to give time for the medication to take effect.

The key-person will be responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parental consent forms have been completed and signed, that medications are stored correctly and that records are kept according to procedure. In the absence of the key person, the key buddy, room leader or manager is responsible for overseeing the administering of medication.

EYFS Key themes and commitments

A Unique Child	Positive Relationships	Enabling Environment	Learning and Development
1.4 Health and well-being	2.2 Parents as Partners 2.4 Key person	3.2 Supporting every child	

Procedure

- Children taking medication must be well enough to attend the nursery.
- Only prescribed medication is administered. It must be in date and prescribed for the current condition.

- Children's paracetamol (Calpol) is administered only with parental consent to children with high temperatures, and for teething at parents request.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and inaccessible to the children.
- Parents give written permission for the administration of medication, The staff receiving the medication must ask the parent to sign the consent form stating the following information:
 - Full name of child
 - Name of medication, storage and expiry date
 - Who prescribed it
 - Dosage to be given in the setting and time
 - Signature , printed name of parent and the date

The administration is recorded accurately each time it is given and is signed and witnessed by staff. Parents sign the book to witness the medication has been administered.

- The medication records should provide the following information.
 - Name of medication
 - Name of the child
 - The date and time of the dose given
 - To be signed by the key person/Buddy/room leader or manager, and witnessed.
 - And verified by the parent at the end of the day.

Storage of medication

- All medication is stored safely in a medication cupboard or refrigerated. Where the refrigerator is not used solely for the use of medication, they are kept in a covered compartment at the top of the fridge door
- The key person/buddy/room leader or manager is responsible for handing back the medication at the end of the day to the parent.
- For some conditions, medications may be kept at the setting. Key persons/Buddies check that medication held is administered on an as and when required basis, or on a regular basis, and is in date and return out of date medication back to the parent.
- If the administration of prescribe medication requires medical knowledge, training will be given to relevant staff by a health professional.
- No child will self-administer medication, where the child is capable of understanding when they need medication, for example 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.

Children on long term medication

- For some medical conditions staff will have training in a basic understanding of the condition as well as how the medication is to be administered correctly.
- A risk assessment is carried out for each child with a long term condition that requires ongoing medication. This is the responsibility of the Manager and key person. Parents will also be involved in the risk assessment.
- Parents will be Shown around the setting so they understand the routines and activities and point out anything that may be a risk factor for their child .

Managing medication on outings

- If children go on outings, staff accompanying them must include the key person for the child with the risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- If medication for a child should need to be taken on an outing it must be in a clear plastic container with the child's name, and name of medication on the box, with a copy of the consent form in the box and a card to record when it has been given.
- On returning to the setting the card should be attached to the original medical consent form for the parent/carer to sign.

Signed: _____

Review date: _____