



ADMINISTERING MEDICINES POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Liz Fellman/Gosia Rumsey
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	May 2010

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	May 2009	Checked against PSLA guidelines
1.1	June 2009	Small amendments for clarity
1.2	July 2009	Significant addition under 'training' regarding invasive procedures

Statement of Intent

We believe that children who are sick should be at home until they are well enough to return to the Pre-school. However, we recognise that sometimes children will need medication to help maintain their health and well being or when they are recovering from an illness. In these circumstances, we will agree to administer medication.

Administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. We will only administer prescribed medicines. If necessary, we will access help and advice from appropriate sources such as life time nurses through the health service and we will work with the family and other partners to understand how any care plans can be best delivered.

EYFS key themes and commitments

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

Consent

Parents/carers must give prior written consent for the administration of medication. No medication will be given unless the consent form is complete and signed. The form includes the following information:

- Full name of child
- Date of birth
- Name of medication and strength
- Name of prescribing doctor
- Dosage to be given in the Pre-school
- Timing of dosage to be given, if applicable
- How the medication should be stored and expiry date
- Any possible side effects that may be expected
- Signature, printed name of parent/guardian and date

Details of the member of staff receiving the medication must also be recorded

Administration

The administration of medicine must be recorded accurately each time it is given and signed by staff. Parents must sign the record when they collect their child to acknowledge the administration of a medicine.

The medication record book must record

- Name of child
- Name and strength of medication
- Date and time of dose
- Signatures of staff and parent

Storage of medicines

All medication must be clearly labelled with the child's name and will be stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, the medication will be kept in a marked plastic box.

The session supervisor is responsible for ensuring that medicine is handed back to the parent at the end of the session.

Training

If the administration of prescribed medication requires medical knowledge, training by a health professional will be arranged for all staff. In these circumstances, the responsibility for administering the medicine will remain with the parent. In some circumstances, for example, in the administration of rectal diazepam, the Headteacher, Mrs Carol Dougill, may be prepared to administer the medicine. Parents should contact Mrs Dougill to initiate the appropriate discussion.

Long term medical conditions

A full risk assessment will be carried out for any child with a long-term medical condition that might require on-going medication.

Please also see the Asthma Policy for details on administering medicine for this condition.