



# HARLINGTON VILLAGE PRE-SCHOOL & WRAP AROUND CARE

## Administering Medicines

### Policy statement

At Harlington Village Pre-School & Wrap Around Care (HVPS/WAC), we will agree to administer medication as part of maintaining the health and well-being of every child including when they are recovering from an illness.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. Where medication is required up to 4 doses per day, a member of staff may administer the medication with parental approval, if it should be detrimental to the child's health not to do so. If a child has not had the 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.

Our procedures outlined below are in line with the *Statutory Framework for the Early Years Foundation Stage* (April 2017).

The Session Leader is responsible for the correct administration of medication to children on their session. This includes ensuring that parent consent forms have been completed, that medicines are stored appropriately and correct records are kept.

### Procedures

- Children taking prescribed medication must be well enough to attend HVPS/WAC.
- If a child develops a fever whilst they are at Pre-School or Wrap Around Care and the Parent has given consent, we may give them a dose of Calpol if they are in danger of deteriorating whilst awaiting collection by a parent/carer. Permission is indicated on the registration form and it will be discussed when calling to arrange the child being collected from pre-school/WAC. This will be recorded and the Parent will be asked to sign when the child is collected.
- If a child has injured themselves and has an open wound, we will apply a non-allergenic plaster if we have permission from the Parent or in a more serious case a low adherent dressing.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- We keep our anaphylaxis training up-to-date and only staff who have received this training administer the EpiPen. All our staff are Paediatric first aid trained.

- Children's prescribed medicines are stored in their original containers, are clearly labelled with the details from the Doctor/Pharmacy/Dentist or Health Professional and are inaccessible to all children.
- Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a medication consent form stating the following information. No medication may be given without these details being provided:
  - - the full name of child and date of birth;
  - - the name of medication and strength;
  - - who prescribed it;
  - - the dosage to be given at the session;
  - - how the medication should be stored and its expiry date;
  - - any medication given to the child before they arrived, the dosage & time given
  - - any possible side effects that may be expected; and
  - - the signature of the parent, their printed name and the date.

The Session Leader will be responsible for supervising the above and ensuring that Session Assistants are aware of the child's needs.

- The administration of medicine is recorded accurately on the individual medication record forms each time it is given and signed by the member of staff administering it. The above information is contained on the form.

### **Storage of medicines**

- All medication is stored safely in the office, or in the case of long term medication such as Epi-pens or inhalers, they are kept in a named clear box with a copy of the individual health care plan accessible. If medication requires refrigeration, it is kept in a named sealed bag and out of reach of all children in the kitchen.
- The Session Leader is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept at HVPS/WAC to be administered on a regular or as-and-when-required basis. The Session Leader or Manager check that any medication held at pre-school, is in date and return any out-of-date medication back to the parent.

Medicines are appropriately stored in line with this policy. Staff are made aware constantly through the communication book, staff meetings, child's contact form and information from their parents on their visit.

- If the administration of prescribed medication requires medical knowledge, we will seek individual training from a relevant 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 a member of staff what they need. However, this does

not replace staff vigilance in knowing and responding when a child requires medication.

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

- An individual health care plan is completed for each child with a long term medical conditions that require ongoing or emergency lifesaving medication. It is the responsibility of the Management to ensure medication is in date and stored safely.
- Parents and staff will contribute to a risk assessment where it is deemed necessary. Parents should be shown around HVPS/WAC, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, 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 advice is sought from the child's GP if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the staff's role and measures to be taken in an emergency.
- The health care plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted and expiry dates. etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

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

- During trips and outings, it may be recommended that the parents accompany their child and would be therefore responsible for their medical requirements.
- If children are going on outings, staff accompanying the children will be fully informed about the child's needs and/or medication and will carry out a risk assessment.
- Medication for a child is taken in a sealed plastic bag clearly labelled with the child's name and the name of the medication. Inside the bag is a copy of the consent form and/or the authorisation form to record when it has been given, including all the details that need to be recorded in the medication record as stated above and the individual health care plan containing emergency details.
- If a child on medication has to be taken to hospital, the child's medication will be handed to relevant medical professionals in a sealed plastic bag and clearly labelled with the child's name and the name of the medication including a copy of the individual health care plan signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

## Keyworkers

If a Keyworker is taking medication, they will consult their Doctor and seek advice. They will only work if the treatment does not impair their ability to look after a child in our setting

## Legal framework

- The Human Medicines Regulations (2012)

## Further guidance

- Statutory Framework for the Early Years Foundation Stage (April 2017)

This policy was adopted at a meeting of

Harlington Village Pre-School & Wrap  
Around Care Committee

Held on

April 2017

Date to be reviewed

Signed on behalf of HVPS & WAC

Name of signatory

Nina Biscoe

Role of signatory

Chair

## Other useful Pre-school Learning Alliance publications

- Medication Record (2010)
- Daily Register and Outings Record (2012)

### **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.