



Managing Medicines Policy

We will promote the good health of children attending the setting and implement a policy, and procedures, for administering medicines.

- We will include systems for obtaining information about a child's needs for medicines, and be responsible for keeping this information up-to-date.
- We will be provided training for staff where the administration of medicine requires medical or technical knowledge.
- Medicines will not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
- Medicine, both prescription and non-prescription, will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and or carer.
- We will keep a written record each time a medicine is administered to a child, and inform the child's parents and or carers on the same day, or as soon as reasonably practical.

Procedures for Managing Prescription Medicines which need to be taken during the day:

- Prescribed medicines will only be brought into the setting when essential, that is where it would be detrimental to the child's health if the medicine were not administered during the day.
- Medicines must be in their original container and information on the label should state:
 - The child's name
 - Prescribed dose
 - Expiry date
 - Written instructions given by the prescriber

Controlled Medicines:

- Need to be kept in a lockable non-portable container to which only named staff has access.
- Should be returned to parent for disposal when no longer required.

Non-Prescription Medicines:

- Will never be given without prior written permission from parents and if administered, the appropriate form should be completed signed by staff and parents both prior to and post administering medicine.
- We will not give any medicine containing aspirin or ibuprofen unless prescribed by a doctor.

Long-term Medical Needs:

- Parents need to inform us about a child's particular needs prior to admission or when the child first develops a particular need.

Health Care Plan:

- A plan will be drawn up following the guidance Managing Medicines in Schools and Early Years Settings Administering Medicines.
- No medicines to be given without parent's prior written consent.
- The child's name, prescribed dose, expiry date and written instructions on the label will be checked prior to administration.
- A written record will be kept of the medicines administered on the appropriate form and witnessed and signed by a colleague.
- Parents will be informed on the same day that medicines have been administered and parents will sign the record book that day, on collecting their child.

Record Keeping:

- Parents should inform the setting about the medicines including any changes on the appropriate form.
- Staff should check that all information is consistent with the information provided by the prescriber.

Refusing Medicines:

- A child will not be forced to take medicines.
- Parents will be informed of the refusal as soon as possible.
- Refusal will be recorded on the appropriate form.
- If an emergency results from refusal to take medicine, the emergency procedures will be followed.

Procedures for Managing Prescription Medicines on Outings:

- A risk assessment will be made prior to the visit.
- The staff will be aware of any medical need or emergency procedure.
- Health Care Plans will be taken on visits.
- There must be at least one person on outings who currently holds a Paediatric First Aid Certificate.
- The person who holds a current Paediatric First Aid certificate will be responsible for holding and administering the medicines which must be in suitable containers.

Roles and Responsibilities:

- Parents are responsible for giving information about their child's medical needs.
- We take out Employers Liability Insurance to provide cover for injury to staff.

Storing Medicines:

- We will ensure that medicines are stored in original labelled container.
- Non-emergency medicines are kept in a secure place, inaccessible to children.
- Emergency medicines, e.g. epipen and asthma inhalers, will be readily available for the child and not be locked away.
- Medicines which need to be stored in the fridge are inaccessible to children will be kept in a labelled airtight container.

Emergency Procedures:

- If safe to do so, a member of staff may drive an unwell or injured child to hospital provided they are accompanied by another adult and that doing so will not cause further injury. Parents must be informed.
- A member of staff will always accompany a child if taken to hospital by

ambulance and stay until a parent arrives.

- Health professionals are responsible for medical decisions in the absence of parents

This policy was adopted on	Signed on behalf of setting	Date for review
<i>1/3/2022</i>	<i>V Gipson</i>	<i>September 2023</i>