

Stanton Drew & Pensford Preschool & Forest club

POLICY FOR THE ADMINISTRATION OF MEDICATION

The committee and staff of Stanton Drew & Pensford preschool wish to ensure that children with medication needs receive appropriate care and support at preschool. The preschool indemnifies, through the preschool's insurance policy, members of the preschool staff giving or supervising children taking medication during the preschool day providing appropriate consent and agreed protocols are in place and followed. The preschool will provide appropriate training where necessary. There is no legal duty that requires preschool staff to administer medication; this is a voluntary role. Wherever possible the preschool will seek to cooperate with reasonable and justified requests from parents so that their children need not miss out on their educational opportunities.

Each request needs to be considered on its merits having regard to the best interests of the pupil but also the implications for the preschool especially the staff. This policy uses "supporting pupils at school with medical conditions" & "statutory framework for the early years foundation stage" as a guide.

Some children who are well enough to return to preschool may need to finish taking a course of antibiotics or apply lotion at the end of a prescribed course. This should only happen when absolutely essential and with their parent's written consent. Where feasible medication should be taken before or after preschool, or arrangements made to go home or for the parent to come to preschool at lunchtime to administer medication.

Please note that parents should keep their children at home if acutely unwell or infectious.

Non-prescription medication

- Staff should not give any medication to children under 16 without the parent's consent
- A child under 12 should never be given Aspirin, unless prescribed by a doctor.
- Regardless of age enquiries must always be made as to whether the child is taking any other medication, checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two.
- Dosage must always be in accordance with the instructions specified on the product container and enquiries made as to when any previous dose of pain reliever was taken so that the stated dose is not exceeded.

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- The child should be supervised whilst taking tablets to ensure that they are swallowed and not accumulated.
- A written record of the dates and times of each administration is made in the Administration of Medicines Record located in the office on the Medicines record drawer.

Long term medical needs

Long term medical conditions need to be properly managed to allow maximum attendance and participation at preschool by the child. An individual health care plan can help the preschool to identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. The preschool needs concise but detailed information about a child's medical needs from their parents in conjunction with the child's doctor.

Supporting pupils with medical needs

Parents are responsible for providing the Leader/SENCO with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in preschool without a completed Parental Agreement for the Administration of Medicine form and signed instructions from the parent. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Each item of medication must be delivered to the Leader or Authorised Person, in normal circumstances by the parent. Any prescribed medicines that need to be taken in preschool must be in the original container in which they were dispensed by the pharmacy. A Parental Agreement for the Administration of Medicine in preschool must be completed. These medicines must be placed in a sealable container marked with the pupil's name. Only reasonable quantities of medication should be supplied to the preschool (for example, a maximum of one week's supply at any one time).

Each item of medication must be clearly labelled with the following information:

- Child's Name
- Address
- Date of birth
- Name and type of medication.
- How long will your child take this medication
- Full directions of use

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- Dosage and method
- Timing
- Special precautions
- Side effects
- Storage requirements (if important).
- Expiry date.

The preschool will not accept items of medication in dose boxes or unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils.

Inhalers/Epi-pens (given by the parents) should be kept in the kitchen in a labelled bag/container, out of reach of children. Access to the medication must be achievable within one minute of the child needing it. If there is any question of contamination, keep the Inhaler/Epi-pen in a clean, plastic lidded container. Inhalers/Epi-pens should be taken to Forest Club and any walks outside the setting.

If diabetic pupils have to test sugar levels during the day by using a lancet and blood stick - a Sharps box should be provided for safe disposal of these too.

Records

The preschool will keep records, which they will make available for parents on request:

- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, appropriate procedures will be followed.
- It is the responsibility of parents to notify the preschool in writing if the child's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The preschool will not make changes to dosages on parental instructions.
- Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Where it is appropriate to do so, children will be encouraged to administer their own medication, under staff supervision.

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- Staff to add on first aid checklist, date of medication of children which leave these at pre-school

For each child with long-term or complex medication needs, the SENCO will ensure that a Health care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance.

The preschool will make every effort to continue the administration of medication to a child whilst on trips away from the preschool premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a preschool trip if appropriate arrangements/supervision cannot be guaranteed.

Emergencies

If a child develops an anaphylactic shock, severe breathing difficulties, severe bleeding or becomes unconscious, call an Ambulance on 999 immediately regardless of any other first aid action that is being taken. These are all potentially life-threatening conditions.

All staff should know how to call the emergency services, who are the qualified first aiders and where to get hold of them in an emergency within the preschool, and the same for the appointed persons who could also take charge of any emergency situation.

Updated January 2021

Revised March 2023

These policies and procedures were adopted at a Committee meeting of Stanton Drew and Pensford Pre-school

Held on (date)	
Date to be reviewed (date)	

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Signed on behalf of the committee	
Name & role of signatory	
Signed on behalf of the pre-school	Melissa Diaz
Name & role of signatory	Melissa Diaz -Preschool Leader

Monitoring and reviewing

This policy will be reviewed termly due to the rapidly changing information being received.