



GROWING AND LEARNING TOGETHER

### Medication Policy

While it is not our policy to care for sick children, who we feel should be at home until they are well enough to return to Little Jesters, we will agree to administer medication as part of maintaining their health and wellbeing or when they are recovering from an illness.

In order that this is regulated we will ensure that:

- The staff of Little Jesters pre-school will only administer medication that has been prescribed for that individual child
- Non –prescription medication e.g. pain and fever relief, may be administered only with prior written consent of the parent/guardian and only when there is a health reason to do so
- Staff will ensure that a new medication form is completed by parent/guardian for each session that the medication is expected to be administered and parents/guardians will give signed permission for administration of medication
- We will require that medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents/guardians
- The medication will be stored in accordance with the products instructions and out of reach of children at all times in a lockable cabinet
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents/guardians must sign this before they leave the premises, to acknowledge they know the medication has been administered

### **Administration of Specialist Medication**

We recognise that there may be times when children require specialist medication to be administered for long term medical needs during their time in the setting.

In order that this is regulated we will ensure that:

Specific permission, instruction and training is obtained before an agreement is reached with a parent to administer specialist medications (e.g. Inhaler /nebuliser), and lifesaving / emergency medications (such as adrenaline injections) and a health care plan from the relevant professional needs to be in place.

If we require any further information then we can contact:

Asthma UK helpline

0300 222 5800

A Confidential helpline with professional Asthma nurse, Mon – Fr 9am – 4pm

This will include:

- A risk assessment will be carried out for each child with a long term medical conditions that require ongoing medication. This will be the responsibility of the manager alongside the key person and any other health or social care personnel that may need to be involved
- A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition, along with their Health care plan
- We will discuss with parents/carers the medication that their child needs to take and support required, instructions on how and when the drug/medicine is to be administered and what training is required
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse
- A health care plan will be developed in partnership with parents and any health professional and will be regularly reviewed (approx. every 6mths) to detail the needs and support or any changes. Parents/guardians will receive a copy of the health care plan
- Prior written consent from the parent/guardian for each and every medicine will be obtained before any medication will be administered
- The medications consent form filled in appropriately, and signed by parents/guardians on the day the medicine is expected to be given before they leave the child in the care of the setting
- On the medication form parents/guardians will give signed permission for administration of medication including the name of the child, the name of the parent/guardian, date, name of medication, the dose and time medication last given, the dose and times to be administered and how the medication is to be administered. The medication should be clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration
- No medication will be given to the child unless provided by the parents/guardians
- The medication will be stored in accordance with the product instructions and out of reach of children at all times in a lockable cupboard
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents/guardians must sign this before they leave the premises, to acknowledge they know the medication has been administered