**Administering medicines**

**Policy Statement**

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

In may cases, it is possible for children’s GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child’s health if not given in the setting. If a child has not had a certain medication before then it is advised that the child should remain at home for the first 48 hours to ensure there are no adverse effects.

The manager/deputy are responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

° Children taking prescribed medication must be well enough to attend

the setting

° Only medication prescribed by a doctor (or other medically qualified

person) is administered. It must be in-date and prescribed for the current

Condition.

° Parents give prior written permission for the administration of medication.

The staff receiving the medication must ask the parent to sign consent

form stating the following information. No medication may be given

without following this.

° The administration of medicine is recorded accurately in our medication

record book each time it is given and is signed by the administrator.

Storage of medicines

° All medicines are stored safely in a high cupboard or refrigerated as

required

° If the administration of prescribed medication requires medical knowledge, individual training is provided by a health professional.

° No child may self-administer (this includes inhalers)

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

° A risk assessment is carried out for each child with long term medical

conditions that require ongoing medication. This is the responsibility

Of the manager alongside the keyperson

° Parents will also contribute to a risk assessment. They should be shown

around the setting, understand the routines and activities and point

out anything which they think may be a risk factor for their child.

° for some medical conditions, key staff will need to have training

to understand the condition, as well as how to administer medication

Staff who have long term medical conditions and who may require ongoing medication

° Practitioners must not be under the influence of medication which may

affect their ability to care for children. If practitioners are taking

medication which may affect their ability to care for children then

they should seek medical advice.

° Staff medication is stored in their own handbags

° A risk assessment is carried out for each staff member with long term

medical conditions that require ongoing medication.

Managing medicines on trips and outings

° If children are going on outings, staff accompanying the children

must be given a risk assessment and have a member of staff

on the outing who is familiar with the Childs condition/medication

° Medication for a child is taken in a sealed plastic box clearly

named with pen and paper in to record if or when medication taken.

° On returning to the setting this information will be stapled to the

medicine record book and signed by parents.