**ADMINISTRATION OF MEDICINE POLICY.**

**This policy should be read in conjunction with the: Pandemic policy, Health and Safety Policy, Sick Children Policy, Intimate Care Policy, Data Collection Policy and the Health Care Planning Process.**

**Statement of intent:-**

Patcham Village Pre-schoolbelieves that the Health of children is of paramount importance, we work with staff, parents and carers *to* maintain good health.

**Aim:-** We aim to make children, parents and staff aware of any health issues of a child in our care where deemed appropriate, and to effectively and safelyadminister any prescribed medication, or remedies sent from home, without risk toany children or staff.

**Procedures:-**

**Skin care:**

All parents/carers will be asked to give written consent for Pre-School staff to apply to their child’s skin *as needed*:

* When weather permits all parent/carers will be asked at drop-off whether sun screen (preferably all day sunscreen) has been applied that morning to their child. In the event that no cream has been applied, parents/carers will be asked to apply before leaving them in our care (We will always have sunscreen in pre-school)
* any skin creams, that parents/carers provide (such as nappy cream)
* sun-screen to their child’s skin *as needed.*

**Medicines:**

Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist and carry the prescription label with the child’s name clearly marked. (Medicines containing Aspirin should only be given if prescribed by a doctor).

Within our registration form we seek written permission from parents/carers to administer Calpol. If collection of an ill child is delayed, we will ask over the telephone for verbal consent to administer Calpol to the child prior to parents collecting if it is deemed to be in the best interests of the child. During a pandemic parents will be requested to collect ill children.

**Pandemics situation:**

During the event of a pandemic children must remain away from pre-school if calpol or ibuprofen have been administered within 48 hours.

**A witness** will be present during the administration of medication, and is required to sign the medication book.

**A medication record** is kept at Patcham Village Pre-school; this ensures the correct information is logged and referred to.

**The Medication Record contains the following information**:

* Child's name – this must be printed on the medication to verify who the medicine has been prescribed for.
* Name of Doctor
* Name of medication with expiry date.
* Dosage
* Method of administration
* Time (s) at which medication is to be given
* Circumstances in which medication is to be administered (if for emergency use or if given as needed)
* Signature and date of parent.

**Staff will note in the medication record**:

* Date
* Quantity given/applied
* Time administered
* Signature of staff administering dosage and witness.

**Long term medication**

Prior to Patcham Village Pre-schooladministering any medication to children, parents must complete a ‘**Health Care Plan’** for their child if there is a long term need for medication; ie. Asthma inhalers etc.

* Medicines must not be administered unless they have been prescribed by a dentist, doctor, nurse or pharmacist.
* All medication must be in the original packing, with pharmacists label stating: the child's name and dosage, and expiry date.
* Medication will be kept in a locked filing cabinet, with the exception of medicines required quickly in an emergency; these will be kept on a high surface in the Kitchen out of children’s reach.
* If the administration of recommended medication requires medical knowledge, individual training will be provided by a health professional.

**Staff holding Pediatric first aid training qualification and trained to administer medication**:

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| Trained to administer through **Epee pen**  | Janet Hornsby, Nicola Chubb, Louise Macpherson, Pauline Yelland, Helen Hornsby and Vanessa Roper. |
| Trained to administer through **Inhalers** | Janet Hornsby, Pauline Yelland, Vanessa Roper, Helen Hornsby, Nicola Chubb, Louise Macpherson. |
| Staff administering or overseeing medication | Janet Hornsby, Pauline Yelland, Vanessa Roper, Helen Hornsby, Nicola Chubb, Louise Macpherson. |

This policy was reviewed on 28th July 2020 and replaces previous administration of medicine policy 25th June 2019.

Signed J. Hornsby (Manager)