



Clapham Preschool (Bedford)

Our Medicines Administration

Policy

Statement of Intent

Clapham Preschool believes that it is important to be aware of medical conditions for children and cater for them whenever possible. It is a fact of life that some children suffer from known medical conditions such as diabetes, asthma, allergies or other. Occasionally a child may need medication at regular intervals just to stay healthy or may need an emergency administration of medication to prevent a reaction or to make it less severe.

We intend to create an environment where medical problems do not necessarily exclude provision and, at the same time, define how we respond to general illness and administration of prescribed treatments.

Aim

On admission to Clapham Preschool any details of health related conditions are entered onto the registration form so that all practitioners are informed of possible problems or symptoms and the appropriate needs of the child. In the case of staff being unfamiliar they will ask the parents/carers to provide further information. Practitioners will also seek professional advice and guidance concerning long standing conditions before allowing entry into the Preschool. This ensures the continued safety and well-being of the child concerned.

We aim to regulate medical situations by:

- Asking parents/carers to keep their child at home if they have a communicable infection and to inform the Preschool as to the nature of the illness. This will allow the Preschool to alert other parent/carers as necessary.
- Member of staff to make careful observations of any child that seems unwell. Parents/carers informed if there is cause for alarm or the discomfort level suggests the child would be better off at home.
- Parents/carers are asked not to bring into the Preschool any child who has been vomiting or had diarrhoea until 48 hours has elapsed since the last episode.
- If children of Preschool staff are unwell, then their children will not accompany their parents to work in the Preschool.
- Cuts or open sores, whether on adults or children, should be covered with sticking plaster or other dressings, before arriving at the Preschool.
- Agreement will not normally be given for the administration of prescription medicines such as antibiotics, or other except in exceptional situations, where the child has long term illness
- Wherever possible the child's parent/carer will administer the medication.

- When it is agreed that medication be administered at Preschool, then it must be prescribed by a GP or Health Professional, be provided in the original pharmaceutical bottle clearly labeled with instructions indicating how to administer the dosage.
- The parent/carer must complete a Medical Plan giving authorization for staff to administer medication and sign before any action is taken and provide information giving precise instructions about dosage and methods of administration.
- Asthma inhalers are considered by most Insurers to be oral medication and therefore must be included in the guidelines of this Policy as if they are prescription medicines. In exceptional circumstances when agreement is made the following conditions will apply (please refer to the Asthma Policy for guidance).
 1. The parent/carer must complete a Medical Plan accompanied by a letter from a Health Professional.
 2. Information must be provided by the parent/carer giving clear instructions about the dosage, administration and permission for a member of staff to follow the instructions.
- All medications will be kept within the reach of staff or in the fridge, except asthma inhalers (please refer to Asthma Policy guidelines).
- The Medical Plan will include the name of child receiving medication, the date, the time(s) that the medication is to be administered, and the signatures of both the parent/carer and the member of staff who has administered each dose.

First Aid

Clapham Preschool will ensure that the First Aid Equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. There will always be on premises at least one person trained to administer First Aid to children including adults if needed.

Special Medical Circumstances

The following relates to the case of the administration of life saving medication such as insulin or adrenalin injections, use of nebulisers and auto injectors for anaphylactic shock reactions to allergies to nuts, eggs or similar. It also relates to children requiring specialized equipment to help with everyday life. In all such cases specialist advice will be sought from the Preschool's insurance company and Local Education Authority. If agreement is provided the following conditions will apply:

- All medication must be prescribed by a General Practitioner or Health Professional and have clear instructions in how to administer any medication.
- Information will be obtained from parent/carers on a Medical Plan giving clear instructions about the dosage, administration of medicine, use of equipment and permission for a member of staff to follow the instructions.
- All medications will be kept in a lockable cupboard.
- A Medical Plan will be available to log the name of child receiving medication, the date, the time(s) that the medication is to be administered, and the signature of both the parent/carer and the person who is to administer the medication.

- If specialist knowledge is required, any staff involved in administering medication or treatment will receive training from a qualified health professional. Proof of staff training in the administration of such medication by the child's GP, a district nurse, children's specialist nurse or a community paediatric nurse will be made available.
- Procedures will be kept in place for each individual child for dealing with an emergency where life saving medication is required. This should be discussed and agreed with parents/carers of the child, and have a completed Medical Plan. This should include, a list of symptoms, a procedure to call 999 and call an ambulance stating the condition of the child, an emergency contact number for the parent/carer, an emergency medication supply to be provided by the parent/carer for the ambulance crew to administer if needed.
- Entry into Preschool will only be permissible if every party involved is convinced that the continued safety of the child is not compromised in any way.
- Any other conditions that do not fit into the remit of this Policy will be dealt with on an individual basis.
- With respect to the above it is in the interest of the setting that a non prescribed medication - Piriton be administered in accordance to the dosage on the box in case of an allergic reaction. **First Aiders will only administer the first 2.5ml to the child while waiting for parents/carers or any other medical official.** Permission for Piriton will have been obtained from parents/carers on the registration form. Practitioners will keep a written record each time any medicine is administered to a child, and inform the child's parents/carers on the same day.
- Medicine (both prescription and non prescription) will be administered to a child where written permission for that particular medication has been obtained from parents/carers

Guidance for this Policy was from:

- Statutory Framework for the Early Years Foundation Stage. September 2014
- www.safeguardingsheffieldchildren.org.uk

This policy was adopted at a meeting of Clapham Preschool held on

Signed on behalf of the Preschool