

## **WHITLEY LODGE UNDER FIVES**

### **ADMINISTRATION OF MEDICINES POLICY**

#### **Statement of intent**

Our pre-school recognises that children with medical needs have the same rights of admission to pre-school as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

#### **Legislation and references**

Disability and Discrimination Act (DDA) 1995 Part 3(included in The Equality Act 2010)

National Curriculum Inclusion Statement 2000

Managing Medicines in Schools and Early Years Settings (DfES 2005)

SEN and Disability Act (SENDA) 2001

Health and Safety at Work etc Act (HSWA) 1974

Control of Substance Hazardous to Health Regs 2002

Medicines Act 1968

#### **Aim**

The pre-school aims to include most children with medical needs, enabling them to attend regularly and take part in normal activities.

#### **Method**

- Children with medical needs may require additional support and staff may need to take extra care in supervising some activities to make sure that these children, and others are not put at risk.
- Parents/carers have the prime responsibility for their child's health and should provide pre-school with information about their child's medical condition. Space is provided for this information on the registration form.
- When pre-school is made aware of a child's medical condition a Manager will discuss this with them and may ask the parents to request information from the GP or paediatrician. With parental consent the health visitor or other agencies may be able to provide additional information or training for staff.
- Some children with medical needs have complex health needs that require more support than regular medicine. We will seek medical advice about each child's individual needs and if necessary access an individual support worker to meet these needs. (see Special Educational Needs Policy)
- Before a child with medical needs can be left in pre-school appropriate training will be sought on the administration of a particular medicine, e.g. epipen training, use of nebulisers and inhalers. With regard to the

administration of life saving medication such as epipens or the use of nebulisers, the position will be clarified with our insurers (Insurance Manager at National Centre, Pre-school Learning Alliance, Tel: 020 7697 2585).

- Medicines in pre-school must be managed and administered safely and for each individual case there will be an assessment of the risks to the health and safety of staff and others and measures put in place to manage any identified risks.
- Where a child has a complex medical condition a Manager/SENCO and parents will work together with health professionals to draw up an individual health care plan (see attached pro forma)
- Whenever possible parents should try to administer medicines themselves outside of session times.
- Medicines are hazardous materials and at no time should parents leave medicines in children's bags, for use out of session times. All medicines should be handed to a member of staff for safe-keeping.

### **Procedure for the administration of medicines**

- If a child requires or may require medicine during a pre-school session, parents will be asked to complete a prior written agreement that staff should administer the medicine. (see attached pro forma)
- Medicines should be prescribed by a doctor and provided in their original container as dispensed by the pharmacist labelled with instructions for administration.
- Medicines are stored in a labelled container on top of the kitchen cupboard out of reach of children, but easily accessible to staff in an emergency. A record is kept of medicines stored.
- It is the responsibility of parents to ensure that pre-school is provided with up to date medicine and also to dispose of unused or obsolete medicine. Any uncollected medicine will be taken to a local pharmacy for safe disposal.
- It is the responsibility of parents to inform the staff of changes in medication or when a medicine is no longer required.
- When a child requires medicine the Leader should ensure there is a prior written agreement from the parent and then check:
  - the child's name
  - name of medicine
  - the prescribed dose
  - method of administration
  - time/frequency of administration (including date and time of last dose)
  - expiry date
  - any side effects
  - written instructions provided by the prescriber on the label or container

This should be cross checked by a second member of staff and the medicine administered by the Leader. If there is any doubt about the procedure staff should not administer the medicine but check with the parents or health professional before taking further action. When medicine

is administered the record of administration of medicine should be completed and the parent will be informed and asked to sign the record.

- If a child may require medicine on an outing or trip the parent or their nominated person will be invited to accompany their child and be responsible for the safe carrying and administration of medicine if required.
- Non prescription medicines will not usually be administered unless under clear instruction from a doctor.
- If a child refuses to take a medicine, staff should not force them to do so, but should note this in the child's records. Parents must be informed at the end of the session. If the refusal to take medicines may result in an emergency, parents must be contacted and if necessary emergency procedures taken e.g. telephone for an ambulance or paramedic.
- Some children may need to take precautionary measures before or during exercise, and may also need immediate access to their medicine e.g. inhalers. The Leader should ensure medicine is administered before exercise when necessary and the child's inhaler is taken outside for outdoor activities (together with record sheet) for immediate use.
- If it is necessary to leave the premises in an emergency the 'door person' will collect any essential medicines such as inhalers and the 'grab bag' which contains the administration of medicines record.

This policy was read and understood by all staff.

Carol Shields.....  
Lucy Brown.....  
Helen Graham-Potts.....  
Jayne Pronk.....  
Amy Kennedy.....

Staff meeting date.....1/9/21.....

To be revised September 2022