



Administration of Medication Policy

Horfield Welly Pre-School believes that children with long term medical needs have the same rights of admission to our setting as other children and we are happy to work with staff, parents, carers, the child and healthcare professionals to enable the child to attend sessions in which we can ensure the safety of the children and the staff. We also recognise that there may be circumstances where the medical procedure needed is highly complex and in these cases (after the consultations above) we may not be able to offer a place.

Aim

- To enable children with long term medical needs to access the provision.
- To minimise the need to administer medicines for short term medical needs.
- To make clear the responsibilities of parents/carers, staff and management committee.
- To provide safe and robust policies and procedures for staff to follow.

Prescription medicines

Medicines will only be administered when it is absolutely necessary and not before a written and signed Medical Consent Form has been obtained from the parents/carers and has been agreed with the Pre-School Manager. Medicines must be provided in the original container as dispensed by the pharmacy and must contain prescriber's instructions of administration, staff will not accept medication that does not meet this standard. If the dosage and time on the prescriber's instruction differ from those to the consent form staff will also refuse to administer them, if the doctor has prescribed a dosage higher than the recommended dose on the packaging the pre-school will require additional written consent from the parents/carers. The medical consent form should be filled out when each dose is given; the parent/carer collecting the child will then need to sign the form when the child is collected.

Non-Prescription Medicines

Although the legal guidance states that the pre-school can give over the counter medicines, it is not Horfield Welly Pre-Schools policy to do this. If a child has a specific need for this type of medication during session hours then the Pre-School Leader will happily meet with parents/carers to discuss this. If it is decided to allow

the medication to be administered the pre-school will require a Medical Consent Form detailing dosage, time etc. This form will need to be signed by parents/carers and the Pre-School Leader. The management committee may also need to be consulted. The medical consent form should be filled out when each dose is given; the parent/carer collecting the child will then need to sign the form when the child is collected. **Please note that we will never administer aspirin unless it has been prescribed by a doctor.**

Short term medical needs

Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying lotions. Horfield Welly Pre-School will not generally administer medications for short term needs; we would ask that all these doses happen outside of the session times. If a child has a specific need for this type of medication during session hours then the Pre-School Manager will happily meet with parents/carers to discuss this. If it is decided to allow the medication to be administered the pre-school will require a Medical Consent Form detailing dosage, time etc. This form will need to be signed by parents/carers and the Pre-School Leader. The management committee will also need to be consulted. The medical consent form should be filled out when each dose is given; the parent/carer collecting the child will then need to sign the form when the child is collected.

Long term medical needs

Some children may have long term medical needs and may require medicines on a long term basis to keep them well, for example children with well managed epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long term medical needs and the parents/carers will need to meet with the Pre-School Manager in advance to discuss the issues involved. The Pre-School Manager will then follow the Long Term Needs and Emergency Medication Procedure. Horfield Welly Pre-School will aim to meet the need, dependant on staff training, supervision needs, staff confidence and insurance cover.

Emergency Medical Needs

Some children may require medicines in particular circumstances for example for asthma, epilepsy or severe allergic reactions. Parents/carers will need to meet with the Pre-School Leader to discuss the issues involved. Horfield Welly Pre-School will aim to meet the needs dependant on staff training, supervision needs, staff confidence and insurance cover. The Pre-School Leader will then follow the Long Term Needs and Emergency Medication Procedure.

Registration

If the parents/carers identifies on the registration form that a child has a medical need, the Pre-School Leader will ask for more information on a Medical Consent Form and follow the Long Term Needs and Emergency Medication Procedure.

Training

Staff may need training before administering medications e.g. inhalers or epipens. Horfield Welly Pre-School will seek advice from their insurers and registration body before agreeing it is able to administer certain medications. Training could take the form of appropriate books, videos or accessing external training. If administration requires technical/medical knowledge then the Pre-School Manager should look to access training for all staff members from a qualified health professional.

Storage

All medication should be stored in a locked box, if a child is identified as being able to self administer they may carry their own medication (not pills) this will only be allowed when the Medical Consent Form has been filled out detailing that this is the case. All emergency medicines should be easily accessible to the staff member(s) administering them. Medicines must be provided in the original container as dispensed by the pharmacy and must contain prescriber's instructions of administration, staff will not accept medication that does not meet this standard.

Outings

Medications that need to be taken on an outing will be carried by a member of staff, or the child if the consent form states this. The accessibility of medication, particularly those that are used in an emergency will be considered, including who needs to carry the medication if the children are split into groups. A copy of the Medical Consent form and individual health plan (if applicable) will be taken.

Recording

The parents/carers will complete a Medical Consent Form with as much detail as is possible, they may also need to complete an Individual Care Plan. The Pre-School Manager is responsible for checking these forms are completed prior to the child attending the provision, they are also responsible for keeping a record of all medicines administered using the Horfield Welly Pre-School Administration of Medication form. These forms will include the name of the child, the medication, the dosage, date, time, names of member of staff that administered the medication and the member of staff that supervised; it will also require a parental/carer signature at the end of the session. The Pre-School Leader or nominated staff member will take responsibility for administering and recording. A child will not be able to attend if the relevant forms aren't fully completed. The Pre-School Leader will retain a record of any training accessed by staff members.

Administration

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract. The Pre-School Leader and Staff will follow the settings Administration of Medications Procedure. The administration of medicines must be done in a tactful and sensitive manner and staff must respect a child's refusal to take the medication. Medications will not be administered if the consent form and individual care form (as necessary) are incomplete or the staff member feels unclear about the procedure.

Confidentiality

All records relating to the medical needs of a child, the administering of medications and any consent forms will be stored confidentially within the setting. Information will only be shared between the staff members and management committee as is necessary.

Law

Horfield Welly Pre-School recognises that we have no legal obligation to administer medication; we recognise that we have a responsibility under the Disability Discrimination Act 2001 not to treat a child less favourably because of their medical needs.

Responsibilities

Management Committee

- To ensure a safe, clear policy and procedure is in place.
- To liaise with the pre-school insurers, follow any recommendations and ensure that if staff follow all procedures they will be covered if there is a complaint.
- To arrange with the Pre-School Leader who should administer medicines within the setting either on a voluntary or contracted basis.
- To provide appropriate staff training.
- To assess the risks to the health and safety of staff and others and to put in place measures to manage identified risks.
- To support the Pre-School Leader in fulfilling their responsibilities.
- To make the final decision about whether a child is able to access the provision.

Parents/Carers

- To provide full information about the child's medical needs and work jointly and openly with Horfield Welly Pre-School to reach an agreement on the provision's role in supporting the child's needs.

- To discuss with the prescriber whether the dose time can be altered so it is outside the session times.
- To provide medication in its original, fully labelled containers with the prescriber's instructions.
- To complete a consent form and individual care plan as appropriate and sign them at the end of a session if a dose of medication has been administered.
- To obtain details from the GP or prescribing specialist as requested.
- To inform staff in writing of any changes in medical need and medications and fill out another consent form.

Pre-School Manager

- To liaise openly with parents/carers, staff and the management committee.
- Ensure all parents and staff are aware of the policies and procedures in place.
- Ensure that all staff members (including themselves) put the policies into practice and follow all documented procedures.
- To be aware of any side effects of the medication.
- To feedback any concerns to the parents/carers and management committee.
- To ensure that all medical forms are filled out in full.
- Identify any training needs and discuss these with the management committee.

Staff

- To work to the documented procedure if they have agreed to administer the medication(s)
- To discuss any concerns with the Pre-School Manager and decline to give medication if they are unsure of any procedures.
- To discuss any training needs with the Pre-School Manager.