



MANAGING MEDICINES POLICY

All Children have a right of admission to our setting and have the right to continue to attend as long as they are well enough to engage in the normal activities. This includes children with short, long term or specific medical conditions which require medication or treatment. Due consideration will be given to how medical needs can be best accommodated, not just to provide for children's individual requirements, but also to ensure that all regulatory and health and safety aspects for both child and staff are met.

Long Term Medical Conditions

For children with long-term medical conditions requiring ongoing medication, medical treatment or a special diet (such as food allergies, epilepsy, asthma, diabetes), a care plan will be drawn up with parents/carers and health professionals where appropriate. The care plan should include:-

The name of the child

Details of the condition

Special requirements e.g. dietary needs

Medication needs and any possible side effects of medication (If medication is given "when required", parent/carer must describe clearly how staff will recognise when it is required.)

What constitutes an emergency?

What to do in an emergency and who to contact

The role of staff members

Named, trained member of staff to administer medication

Where necessary staff will be given special training in the administration of medicines or medical treatment e.g. when the use of an adrenaline-pen may be required or other non-oral medication. Training must be given by a health professional and confirmation must be provided for the setting, by the health professional, that the person or persons trained are competent to perform procedure. The care plan must be agreed and signed by the parent/carer.

Short Term Conditions

Sometimes children may be well enough to attend the setting but may still require some form of prescribed medication for a short period e.g. antibiotics. In this case, a medicine form will need to be completed by the parent/carer. **Non prescribed medicines cannot be administered without the existence of a Health Care Plan,**

The medicine form should include:

The child's name

Authorisation from the parent/carer for staff at the setting to administer the medicine

The date of authorisation

The name of the medicine and its expiry date

Date course of medicine commenced

Method of administering dose

Time last dose was given and when next dose is required

The Parent / carer must sign the authorisation

The staff must sign when they have administered the medicine and state the time given.

The parent/carer must sign to acknowledge that they are aware that the medicine has been given.

Prescribed medicines must be in their original container and clearly labeled with the child's name, the name of the medicine and dosage.

Non-prescribed medicines will not be administered by preschool staff.

Staff at Footprints cannot administer paracetamol / ibuprofen.

Storage of Medicines

Medicines must be kept in a secure place away from children e.g. in a locked box reserved for the purpose. Medicines that need to be kept in the fridge must be kept in a labeled plastic container. Staff are required to keep any personal medication they carry in a secure place which is inaccessible to the children. The storage of each medication will be assessed as part of the individual's Health Care Plan. Any out of date medication or medication that is no longer required must be returned to the parent/carer for appropriate disposal.

Care plans and medical records will be kept secure in accordance with the Data protection Act 1998. However they must be known to and readily accessible to all staff caring for the child.

Date reviewed.....9th June 2014....

Signed.....