



Harden Pre-School & Memorial Hall
Springfield Breakfast & Afterschool Club



Administration of Medication Policy

Policy Statement

While Harden Pre-School and Springfield Breakfast and After School Club is not a place for children who are sick or unwell, we aim to work with parents to administer medication as part of maintaining their child's health and well-being or when they are recovering from an illness. We are only able to administer medication that has been prescribed by a medical practitioner such as a doctor or dentist. Wherever possible medication should be administered at home to avoid bringing it into the setting.

To ensure our staff follow medical practitioners and parental instructions and comply with the correct manufacturer's usage of any prescribed medication the following procedure must be followed.

Procedure

- If a member of staff is asked to administer medicine, they should ask parents to complete the **Administering Medication Form** in the **Medication File** located in each Playroom. Each child has an individual sheet that is filed alphabetically in the medication file for confidentiality.
- The parent/carer must sign the **Administering Medication Form** to say that they are giving Harden Pre-School and/or Springfield Breakfast and After School Club staff permission to administer medicine on their behalf, and will provide the following details:
 - Reason for medication.
 - Date (Confirming the medicine been prescribed within the last 5 days)
 - Type of medication and storage instructions.
 - Dosage to be given.
 - Time to be given.
 - Parent signature for authorisation and date.

When the Administering Medication Form has been completed by the parent, (and before administering any medication) two staff members must check the form in conjunction with the medication that:

- The child's name is clearly printed on the label attached to the medication.
- The prescribed dosage is the same on the medication as is indicated on the Administering Medication Form.
- The medication is within its use by date.
- The prescription has been issued by a doctor, dentist, nurse, or pharmacist within the previous month. (Medicines containing aspirin should only be given if prescribed by a doctor)
- The parents have confirmed that the first doses have been administered at home. (In case of allergic reactions).
- All medication must be brought in the original box, bottle, or container.

On administering any medication staff must complete the Administering Medication Form making a note of:

- The actual time the medication was given.
- The signature of the staff member that the medication was administered by.
- The signature of the staff member that checked and witnessed the procedure.
- Parents will then be asked to sign and date the Administering Medication Form again upon collection of their child to acknowledge the medication has been administered by staff and to collect the medication to take home.

Storage of medicines

- All medication is stored in a locked medication cabinet, there is one in each playroom, or it is refrigerated.
- For some conditions (such as Asthma and Allergies), spare medication may be kept in Harden Pre-School and Springfield Breakfast and After School Club medication cabinets.
- A Health Care Plan will be in place for children who may need regular medication. The practitioner responsible for the First Aid kits must ensure that any medication held on an 'as and when' required basis or on a regular basis, is in date and return any out-of-date medication back to the parent. It is the parents responsibility to ensure that medication is up to date and returned to the setting after holidays or renewal.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional.
- No child may self-administer medication.
- If antibiotics are prescribed, the child must stay at home for the first 24 hours - this is agreed on enrolment into the setting when the Parent/Carer signs the

setting's Terms and Conditions.

- Should the child require any vaccinations it is advised that the appointment is made at the end of the day as the child will not be able to return to Pre-School that day so that they can be monitored by Parents/Carers in case they have an allergic reaction.

Managing medication on visits and outings

- If children are going on outings, staff must be well informed of the child's medication and medical history. If a care plan is in place this must be with the register.
- Medication for a child will be taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the consent form to document when the medication has been taken.
- On returning to Harden Pre-School the consent form is stapled to the medicine record book for the parent to sign.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and name of the medication.

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>14th December 2023</i>	<i>Karen Clarke – Manager Michelle Wood – Deputy Manager</i>	<i>13th December 2024</i>