



Tyssen Policy - Administering medicines

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. If your child is sick it is advisable for you not to bring your child into nursery. Parents are to phone the nursery before their child session starts to inform the nursery of their child illness, and the duration of absence.

If a child becomes ill whilst in our care we will immediately call parents/guardians. If parents cannot be reached, we will then phone the emergency contact number on child administration form. If advised via management that child needs to go to the hospital staff will check child admission form to ensure parent/guardian has given prior consent for staff to take child to the hospital.

If parents/emergency contacts cannot be contacted a member of senior manager will accompany the child to the hospital with child sick form and Care medical plan if applicable. Parent/guardian/emergency contact person are to meet staff at the hospital immediately. Tyssen Day-care Nursery Administration staff will continue to contact parent/guardians/emergency numbers until a person is reached.

Tyssen day-care nursery aim is to always underpin statutory requirements and adhere to PHE guidance to ensure we are meeting the well-being of all children within our care.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;

- how the medication should be stored and expiry date;
- any possible side effects that may be expected should be noted; and
- signature, printed name of parent and date.

Only the designated senior member of staff with a paediatric First Aid qualification may take medication from parents or administer medication. All children medication is documented on a children current medication form, and displayed on the staff notice board to ensure staff are aware of all children that need medication. However, it is the responsibility of all staff in their room to verbally pass on information regarding all children that are taking medication due to our staff shift patterns.

- The administration of medication is recorded accurately each time it is given and is signed by two members of staff. Parents sign the record form to acknowledge the administration of a medicine. The medication record form records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by key person/manager; and is verified by parent signature at the end of the day.

Storage of medicines

Children medication is stored safely in a marked plastic container in the fridge or in a cupboard, that is not solely used for storing medicines. The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept within the child room i.e. asthma pumps. It is the responsibility of the senior NEO to check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. ***This information can be found in our Staff training folder held in the main office***

If rectal diazepam is given another member of staff must be present and co-signs the record book. No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require on ongoing medication

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions key staff will need to have training (***This information can be found in Tyssen Staff training folder held in the main office***) in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

Care medical plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child. (*Children care plan can be found in our evacuation bag and in the main office*)

- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.

On returning to the setting the form resigned and dated by parent and filed

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, name of the medication. Inside the box is a copy of the consent form signed by the parent.

As a precaution, children should not eat when travelling in vehicles
This procedure is read alongside the outings procedure.

Date reviewed 15-Nov-17

Next date of review 13/11/18