

MANAGING MEDICINES POLICY

Introductory Statement

Inclusion of all children – meeting all needs.

Parent Responsibilities

At Marlow Bottom Pre-school we rely on parents to keep us informed about any medical condition or treatment that their child receives. Any treatment needing to be undertaken, during a session (whether regularly or in the event of an emergency) should be discussed with the setting head and the child's key person. A health care plan should be completed and if medication needs to be administered a parental consent form signed.

Confidentiality

At Marlow Bottom Pre-school we respect the child's right for confidentiality and information will only be shared with relevant staff members after discussion with parents about who needs to be informed.

Staff Responsibilities

Two members of staff will be present when administering any medicine. When appropriate all staff members will access further relevant training from a health care professional.

Administration of Medication

At Marlow Bottom Pre-school we will only administer medicine that has been prescribed for a named child. All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Brought to the setting by parents daily (collecting the medicine at the end of the sessions is the parent's responsibility) or a supply of medication provided specifically for use at Pre-school.

✘ Medicine not in its original packaging cannot be administered.

✘ No medicines can be administered without prior written consent from the child's parents.

Before administering medicine to a child the member of staff will check:

- ✓ The child's name
- ✓ Prescribed dose
- ✓ Expiry date

Records - will be kept of all medication brought to the setting and when medication is administered this will also be recorded in the medicine file, signed by two staff members who administer the medicine and signed by the parents on collection of the child.

Refusal – if a child refuses to take their medication, staff will not compel them to do so. They will record in the child's record the refusal and any surrounding circumstances and will inform the parents as soon as possible and at the end of the session at the latest.

Medicine Storage

All medicines will be stored in a locked cupboard or in the staff fridge if they need refrigeration. Emergency medicine that needs to be on hand at all occasions (e.g. inhalers and epi-pens) will be placed in a box, out of reach of children but readily available.

Medicine File

The medicine file will contain:

- A record of all medicines on site and their location
- Copies of parent consent forms (Originals will be kept in the children's files)
- Records of administration of medicines to individual children
- Copies of children's health care plans

Medical Emergency Procedures

Actions to be taken in an emergency and what constitutes an emergency for a particular child are contained in the child's health care plan. The Manager / Deputy Manager (if Manager is absent) will be responsible to lead people in an emergency, but all staff where appropriate will have read and discussed the medical emergency procedures so that they are able to support the named members of staff. Copies of the medical emergency procedures will be on file and available for consultation in the event of an emergency.

Trips and Outings

Before a trip is undertaken an additional risk assessment will be carried out in relation to children with medical needs. Steps will be taken to minimize risks and to ensure that all children can be included on the trip.

Medicine, for children who may require it on the trip, will be carried by the Manager as group leader or the member of staff allocated to that child for the trip, or by the child's parent if they are attending the trip. At least two staff members including the Manager/leader for the trip will carry mobile phones.

If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.

Copies of medical emergency procedures will be taken on the trip along with relevant contact numbers.

This Policy was agreed and adopted at a Committee Meeting held on	
Signed	For and on behalf of Marlow Bottom Pre-school CIO

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