

Administering Medicine

While it is not the policy of Burwell Early Learners (BEL) 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.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only allergy medication and medication prescribed by a doctor (or other medically qualified person) 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. Only designated staff, currently Manager, Deputy, Bursar and ASC Leader may accept a consent form. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - 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.

It may be necessary in certain cases to seek confirmation from our insurance company that the administration of medicine or medical procedures are covered.

- The administration is recorded accurately each time it is given and is signed by staff and witness. Parents sign the consent form to acknowledge the administration of a medicine. The medication record form records:
 - name of child;
 - the date and time of dose;

- dose given and method;
- and is signed by staff member/manager; and is verified by parent signature at the end of the day.

Storage of medicines

- All medication is stored safely and securely. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box. Inhalers are stored in the relevant rooms out of reach of the children.
- It is the Parents responsibility for ensuring medicine is handed back at the end of the day.
- For some conditions, medication may be kept in the setting. Staff 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 staffs by a health professional.

Transfer of medicines

- Any medicines or inhalers that might be required while on a trip or outing will be carried by the trip leader.
- ASC children if they require medication or inhalers while at the club must have notified the ASC and completed our consent forms in advance. The parents must arrange for us to have the required prescription or inhaler as we are unable to transfer medicine or inhalers between the primary school to the ASC.

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

- A risk assessment and or Health Care Plan is carried out for each child with long term medical conditions that require ongoing medication. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment and or Health Care Plan. 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 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.
- Parents receive a copy of the health care plan.

Legal framework

- Medicines Act (1968)

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was adopted at a meeting of Burwell Early Learners & ASC

Held on 7th NOVEMBER 2019

Date to be reviewed Nov 2020

Signed on behalf of the management committee *ES Swift*

Name of signatory ELIZABETH SUSAN SWIFT

Role of signatory (e.g chair/manager) CHAIR.

