



# St. GABRIEL'S CATHOLIC PRE-SCHOOL

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## 04 Health procedures

### 04.2 Administration of medicine

All staff are responsible for administering medication to children; ensuring consent forms are completed, medicines stored correctly and records kept.

Administering medicines during the child's session will only be done if absolutely necessary.

If a child has not been given a prescription medicine before, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The setting managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

#### Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- When bringing in medicine, the parent informs a staff member. The setting manager should be also be informed.

*Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. (No medication may be given without the following information being provided)*

- *Full name of the child and their D.O.B*
- *-Who prescribed it.*
- *The dosage and times to be given while at the pre-school.*
- *The method of administration.*
- *How the medication should be stored and its expiry date.*
- *Any possible side effects that may be expected.*
- *The signature of the parent and their printed name and the date.*

*The administration of medicine is always recorded accurately on the record sheet each time it is given and is signed by the person administering the medication and the witnessing member of staff. Parents are shown the record at the end of each day and asked for their signature to acknowledge the administration of the medicine.*

- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication ask the parent to sign a consent form stating the following information. No medication is given without these details:
  - full name of child and date of birth
  - name of medication and strength
  - who prescribed it
  - dosage to be given
  - how the medication should be stored and expiry date
  - a note of any possible side effects that may be expected
  - signature and printed name of parent and date

### **Storage of medicines**

All medicines are stored safely. Refrigerated medication is stored separately or clearly labelled in the kitchen fridge, or in a marked box in the kitchen fridge.

*Medication is stored in individual bags with the child's name on it, alongside the completed consent can be found in the medication record book. These are then placed in the fridge, if refrigeration is needed, or in the green medicine box with the lid firmly closed and out of reach of the children, on a high shelf in the kitchen area. All staff are made aware of any medication that is in the setting and there is a list of children needing regular medication displayed inside of our kitchen cupboard doors for all staff to see.*

- Staff are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication for an individual child may be kept at the setting. 04.2a Healthcare plan form must be completed. Preschool manager and staff members check that it is in date and return any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

### **Record of administering medicines**

A record of medicines administered is recorded in the medication administration record book in the preschool room in the locked cupboard.

*The record book is kept in the locked single cupboard, all staff are aware of the book and understand how it is to be used.*

*The administration of medicine is always recorded accurately on the record sheet each time it is given and is signed by the person administering the medication and the witnessing member of staff. Parents are shown the record at the end of each day and asked for their signature to acknowledge the administration of the medicine.*

The medication administration record book records:

- name of child
- name and strength of medication
- the date and time of dose
- dose given and method
- signed by 2 members of staff
- verified by parent signature at the end of the day

A witness signs the medicine record book to verify that they have witnessed medication being given correctly according to the procedures here.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell a member of staff what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

### **Children with long term medical conditions requiring ongoing medication**

- Risk assessment is carried out for children that require ongoing medication. This is the responsibility of the setting manager and other preschool staff. Other medical or social care personnel may be involved in the risk assessment.
- Parents contribute to risk assessment. They are shown around the setting, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.

- 04.2a Health care plan form is completed fully with the parent; outlining preschool staff's role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

### **Managing medicines on trips and outings**

- Children are accompanied by staff members who are fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and a card to record administration, with details as above.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

### **Staff taking medication**

Staff taking medication that may affect their practice must inform their manager. The medication must be stored securely in a locked cupboard away from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

### **Further guidance**

Medication Administration Record (Early Years Alliance 2019)