Little Drummers Pre-School  
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Registered Charity No: 1020274

04 Health procedures

**04.1 Administration of medicine**

**Aim:**

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 prescription and non-prescription medication as part of maintaining their health and well-being or whilst they are recovering from an illness.

Where possible medication should be given to the child at home before or after their session at pre-school, and if a new medication, for at least 24 hours before they return to the setting.

Medication will only be given where prior written permission has been obtained from the parent and/or carer.

**Procedures:**

**Taking medication into the setting:**

* Parent to inform a member of staff of the child’s need for medication. All prescription medication requires prescription label.
* With a member of staff, the parent will fill out the medication form (kept on the desk), 04.1a medication form.
* Staff member to take medication and put it in appropriate storage (fridge/ first aid box).
* Staff to inform manager or person in charge that medication is needed.
* An alarm is set with the correct time and the child’s name.

**Administering medication:**

* Name on medication is checked against the name of child on the medication form.
* Check dosage.
* Where possible the child’s key person should administer the medication, this will be witnessed by the person in charge of the setting.
* Staff member to sign and state the dosage and time the medication given.
* Witness to sign to confirm.
* Medication to be returned to safe storage.
* If medical knowledge is needed to administer medicines, this will be sought from a relevant professional before the child attends the setting.

**Storage of medication:**

* Medication is to be stored as directed by doctor/instructions. This will either be within the fridge in a clearly labelled box, or within a medication box within the first aid box.
* The parent is responsible for ensuring medicine is collected at the end of the session.
* For some conditions, medication may be kept in the setting. During termly checks of the first aid box, staff will check the expiry date of medication - out of date medication will be handed back to the parents. Staff will inform the parents if medication is nearing the expiry date.

**Long term medical conditions and medication:**

* A risk assessment is carried out for each child with long term medical conditions that require on-going medications. This is the responsibility of the supervisor and the child’s key person. Other medical or social care personnel may need to be involved in the risk assessment.
* Parents should also contribute to the risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think maybe a risk factor for their child.
* The risk assessment will be reviewed each term.
* If a child with long term medical conditions and medication is taken to hospital, the medication and child’s care plan will go with them.
* All information is used to complete the 04.1a medication form.

**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 and the name of the medication. Inside the box is a copy of the 04.1a medication form, staff are required to sign this if medication is given.
* On returning to the setting this is stapled to the child’s medication form and the parents are asked to sign this.
* If a child on medication must be taken to the hospital the medication will be taken with them.

**Emergency paracetamol:**

Little Drummers will store a bottle of liquid paracetamol to be used in the event a child has a high temperature. This can only be administered when an emergency contact of the child has been notified of the temperature and permission given over the phone. An age-appropriate dose will be administered to the child, we will not exceed this dose. This is to avoid the temperature getting higher and to stop any discomfort the child may feel. 04.1a medication form will be completed and must be signed by the parent/carer on collection. Should a child spike a temperature and require emergency paracetamol, they should be collected as soon as possible. The emergency paracetamol will be kept securely in the first aid box away from the children. This will be checked each term.

**Staff medication**

All staff have a responsibility to ensure they are fit and well to work with the children. Should they need to take medication they should ensure they inform the manager of any possible side effects, e.g., drowsiness. Should the staff member feel they are unable to fulfil their responsibilities they should ensure they inform the manager at the earliest convenience. Any regular medication should be kept in the kitchen, and the gate should be always shut. Staff must ensure their details regarding regular medication is in their staff file in case of an emergency. This will be kept confidential.

Adapted by- Kirsty Simpson Committee Chairperson

Position- Manager Emma Brisley

Sign- K.Simpson Sign- E.Brisley

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