

Administration of Medicines Policy

Statement of Intent

At First Steps we recognise that some children suffer from potentially life-threatening conditions which may require the administration of medicines or a child may be taking medication for a condition that allows them to come to pre-school but the child needs to take or use that medication during their time at First Steps.

Aim

Working in partnership with parents/carers we aim to identify the needs of these children and work with their personal care plans if required to ensure that their condition is controlled effectively. This should ensure that the vast majority of children living with any medical condition lead a full and active life.

Method

In order to achieve this aim, we operate the following procedure:

- We have information set down by Asthma UK for the support of children with asthma.
- We welcome all children with any medical condition and will do our best to ensure that the group environment is favourable to any child.
- We encourage and help children with any medical condition to participate as fully as possible in activities.
- When necessary, staff will have adequate training to ensure they have the knowledge, ability and confidence to care for children with any medical condition. If administration of prescribed medicines requires medical knowledge, individual training will be provided for the relevant member(s) of staff by a health professional or if appropriate by the parent/carer themselves.
- We recognise that staff are not obligated to administer medicines. Staff sign a consent form to indicate they are willing to administer medicines (staff files).
- We may involve the other children in learning about different medical conditions, understanding that some can be life threatening.
- We will work with the parents of a child with a medical condition to ensure that their children are in a safe, caring environment.
- We inform all parents/carers about our 'Administration of medicines for children with chronic diseases/conditions Policy' and their responsibilities (Parent Brochure).
- We ensure that clear written records are kept for children with such a condition, detailing information from the parent/carer on:
 - what medical condition the child has;
 - what medicine(s) is/are taken;
 - when it is taken;
 - how it is to be taken;
 - what triggers the child to become unwell;
 - how to recognise worsening symptoms and what to do;
 - what to do in an emergency; and
 - emergency contact details.
- We ensure parents give prior written consent for the administration of medicines.

- We ensure that all medicines (including staff medicines) are stored in their original containers in a readily accessible place and that all staff members are aware of this place. This place will always be out of reach of children.
- We ensure that each child's medicine(s) is/are clearly labelled with the child's full name and we ask parents to check the expiry date.
- The expiry date of any medicine will be checked by the administering adult before giving it to a child. If the medicine is found to be out of date, then advice will be sought from parents or a health professional.
- Non-prescribed medicines (such as Sudocrem) may be administered but NO medicines containing aspirin must be administered unless prescribed by a doctor.
- Non-prescribed medicines - Where parents/carers have asked the pre-school to administer non-prescribed medicines for more than three days, we ask robust questions and may request a doctor's prescription if necessary.
- Non-prescribed medicines - Our medicines record includes a disclaimer for parents to sign to say they are happy for staff to administer medicines without having first sought medical consultation.
- An accurate record is kept each time a child takes their medication and signed by witness and the staff administering the medicine.
- We will always inform the parent/carer collecting the child if symptoms have been experienced and when medicine has been given. The parent/carer will sign the record book to acknowledge they have been informed of this.
- We understand that some children are shy about taking medication in front of others and we will respect this if they wish to take their medicine away from others.
- If a child refuses agreed medical intervention, the parent/ carer will be contacted immediately. In any life-threatening circumstances parent and doctor will be consulted as soon as possible.
- A child will be unable to take part in any outing/visit unless accompanied by their prescribed medication. Parents/carers will be reminded of this when planning trips.

ANTIBIOTICS

Administering antibiotics is only allowed under the following circumstances

- The child is in a fit condition to attend the pre-school. The session lead will decide whether a child is fit to attend.
- The child's ailment is not contagious. If contagious we may require a doctor's note.

CALPOL

If a child is unwell the best place for them is at home.

First Steps holds Calpol on site. This will not be given to a child unless advised by a medical professional via 999 or on their arrival to the setting, and with the email consent of a parent. Circumstances will include a very high temperature but parents unable to collect promptly. Email consent will be printed and stored with the medical form.

Calpol is ONLY administered in 'emergency' circumstances e.g. If a child has a high temperature at the nursery but parents are unable to collect them promptly or if a child's temperature increases rapidly within a very short time frame. If an 'emergency' circumstance arises then permission must be requested from parents to administer Calpol to their child; this permission should be sent via email. This email will then be printed off by the office, and staff should attach this email for permission to administer Calpol to the completed temperature form and medication form to be kept on file.

If for any reason you are unable to contact the child's parents or their emergency contact over a reasonable amount of time to ask for permission to administer Calpol, it will be at the supervisor's discretion to authorize this without an email of consent.

PIRITON

We are aware that allergies come in all forms, some orally, but others through external objects. Whilst some may be early identified, others might come on suddenly, such as a wasp or bee sting. As part of our registration process, parents notify the preschool if their child has had a wasp or bee sting historically. Each term, parents are asked to confirm changes to their child's information including allergies.

First Steps holds Piriton on site. This will not be given to a child unless advised by a medical professional via 999 or their arrival on-site and will only be given with parental consent via email. Circumstances will include a severe/life threatening emergency.

A lot of children suffer from allergic reactions known and unknown to the parents and we feel it is necessary to be able to administer Piriton to those children who experience an allergic reaction. Piriton will only be given if your child is over 12 months and have a signed Piriton form. In the event of an emergency and we deem it necessary to call for an ambulance we will for the following situations;

- If a child over 12 months has an allergic reaction and has been given Piriton, and requires emergency medical attention quickly. Piriton will be administered in order to prevent anaphylaxis and only where a parent or named person has emailed their permission and is on their way to collect the child (within the hour).
- If a child over 12 months cannot have Piriton and has an allergic reaction.

In all cases the parents/guardian or named carer will be contacted if Piriton is administered and an ambulance is called.

Piriton syrup - Piriton syrup may be administered in an emergency whilst your child is in the nursery. Upon joining the nursery parents will be asked to sign a form to give permission to administer Piriton syrup. Where possible, parents will be contacted to give verbal permission prior to the medicine being given. Once Piriton has been administered in the nursery, staff will monitor the child and will contact parents accordingly. If a child has been given Piriton before arriving at the nursery, staff will monitor the child and will contact parents accordingly. Please note that if Piriton has been prescribed by your child's GP, this must be reviewed on a regular basis.

DEALING WITH ANAPHYLAXIS

If a child suffers from anaphylaxis, it is the parents' responsibility to inform the pre-school when joining or when diagnosed. Any medication required for the allergic reaction must be brought into the pre-school and the parents or a trained professional should give our staff appropriate training. A parent should be prepared to attend a staff meeting to provide instruction, if requested. If a child is starting pre-school and requires an Epi-pen, TWO must be provided before the child starts. Failure to comply with this ruling may delay their start date.

If an Epi-pen is to be used for a severe case, responsibility for giving the injection should be on a voluntary basis and should not in any case be undertaken without training. In the case of using the Epi-pen an ambulance will be called immediately and a manager will contact the parents.

INHALERS

We will administer inhalers and medication for any child with asthma. As with all medicine the inhaler will be stored in the medicine cabinet. As mentioned before training from an appropriate health professional or parent should be given to staff on how to use an inhaler. A medication form must be filled out every time the child needs the inhaler. If a child suffers an asthma attack whilst at pre-school we will take the following measures to care for the child:

- Stay with the child all the time
- Keep the area around the child clear of other children
- Remain calm and reassuring
- Encourage the child to sit up to increase his or her lung capacity
- Find the child's appropriate reliever/inhaler
- Call the child's parent/carers

If it is a severe asthma attack an ambulance will be called.

CREAMS AND LOTIONS (including nappy cream)

The Nursery will apply prescribed creams and lotions to a child for medical conditions only, e.g. eczema or other skin conditions. The parents must show the pre-school staff how to apply the preparations. A medication form will be required to be filled out. The staff will apply creams or lotions wearing gloves, and in privacy. The pre-school does not supply nappy cream so if a child requires nappy cream the pre-school will ask the parents to sign a permission slip. If a child receives a prescribed nappy cream by a doctor the parents/carers will be required to fill out a medication form, every day for the duration of the course.

MEDICATION GIVEN BEFORE ARRIVING AT THE NURSERY

It is essential that any medication given to a child before attending the pre-school is declared and recorded on an incident form by a member of staff, and shared with all other staff. The pre-school will ask the parent/carer to inform us what medication has been administered, what time and why. If the pre-school sees that the child is still clearly unwell, the parent/carer will be asked to take the child home. If the child seems to be in a fit state of health then the child can come into the pre-school on the understanding that if he or she falls unwell during the day the parent/carer will be asked to come and collect. When considering if the child is fit to attend, the manager will always consider why the child has had medication.

MEDICAL PLANS

A medical plan must be filled in when a child, staff member or relief staff has a medical condition, allergy or illness. The form should be completed by the supervisor or key worker with the parent if it is for a child, as it is crucial that the information is correct to help the child concerned if there are any problems whilst they are on the preschool premises. A parent must sign, if it is for a child, at the time when the plan is completed.

If there is an adult on the premises who requires a medical plan, they will be asked to fill out the form which will be signed by the supervisor. Supervisors and first aiders will be made aware of the medical plan. There should also be information from doctors, consultants or specialists to be kept with the form.

All staff should be made aware of children who have a medical plan so that there is no delay in treating them as set out in their medical plan.

Medical forms for children should be kept in the medication file.

If the medical plan is for a member of staff or temporary member of staff the forms will be stored in the locked yellow filing cabinet in the staff members staff file.

The medical plan is a confidential document and information should not be shared with those who is does not concern. If confidentiality is broken then discipline action will be taken.

Legal Framework- The Human Medicines Regulations (2012)

Linked documents-

Individual care plan 1. Asthma 2. Generic Risk Assessment for long-term conditions

Administering medicines consent form (staff)

Medication record (long term and short term)

**First Steps Pre-school
Asthma Record
Care Plan**

Surname.....
First name.....
Date of birth.....

My child's details and contact numbers:

Parent/ Carer name(s).....

Telephone: Home..... Mobile.....Work.....

Doctor (GP) name..... Telephone.....

Asthma nurse.....

Known triggers/ allergies.....

Any other medical problems?.....

My child's medication

Medication name	Spacer Yes/ No Provided?	Dose/ Frequency
When taken		Other info?

Other medication (usually outside pre-school hours)

•

When is your child usually given their asthma medication during the day? Eg. only when needed / morning and evening etc.

•

Emergency treatment

In the event of an asthma attack my child should be given.....puffs of their reliever via a spacer until they get further medical help. The pre-school will contact you as soon as possible if your child has an asthma attack or is distressed.

Any other information

Please tell us how we can comfort your child following an asthma attack or other problem relating to their asthma?

Points for parents/carers

Remember to inform the pre-school if there are any changes to your child's treatment.

Your child's inhaler needs to be in date, in its box and labelled by the pharmacist with your child's name and dosage details.

For pre-school use-

Type of Care Plan (eg Asthma).....

• **Name of child.....**

• **Has this child got a healthcare plan for any other condition? Yes/ No**

- Does the child's medical condition require staff training? Yes/ No
- Any other information?
- Any agreed follow up or review?
- By date?

Signed by (staff member).....

Date.....

**First Steps Pre-school
Care Plan**

Surname..... First name..... Date of birth.....

My child's details and contact numbers:

Parent/ Carer name(s).....

Telephone: Home..... Mobile.....Work.....

Doctor (GP) name..... Telephone.....

Other health consultant name and contact (if relevant).....

Known triggers/ allergies.....

Any other medical problems?.....

My child's medication

Medication name	Medication name	Dose/ Frequency
Time to be taken (pre-school)	Time to be taken (pre-school)	Other info?

Other medication (usually outside pre-school hours)

-

When is your child usually given their medication during the day? Eg. only when needed / morning and evening etc.

-

Emergency treatment

In the event of an emergency – our agreed plan is;

Any other information

Please tell us how we can comfort your child when they feel unwell?

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Points for parents/carers

Remember to inform the pre-school if there are any changes to your child's treatment.

Your child's medication needs to be in date, in its box and labelled by the pharmacist with your child's name and dosage details.

For pre-school use-

Type of Care Plan (eg Asthma).....

- **Name of child.....**

- **Has this child got a healthcare plan for any other condition? Yes/ No**

- Does the child's medical condition require staff training? Yes/ No

- Any other information?

- Any agreed follow up or review?

- By date?

Signed by (staff member).....

Date.....