

Happy Valley Pre-School Ltd

Administering Medication Policy

Prescribed / None Prescribed

This policy defines the responsibilities of staff for the receipt, storage, administration and disposal of drugs, whether prescribed or not for pre-school children who require assistance with their medication. Effective methods for the management of drugs are vital to ensure the risk to any person is minimal and that staff are given correct training and guidance, liaising with parent/carers as appropriate.

1. Training and Support

Staff whom have responsibilities for handling medication i.e. Pre-school Leaders / Deputy / Group Leaders:

- Have a basic knowledge of how medicines are used
- Monitor the condition of the child on medication and call the parents if they are concerned about any changes in their condition that may be an adverse reaction to the medication
- Act upon any hazard alert notices received about medication if necessary, record the action taken and file
- Sign and confirm that they have read and understood the medication procedure
- Inform their manager of any training needs identified

1.2 The manager must:

- Nominate all staff who are believed to be involved in the administration of medication, relevant training within six weeks of appointment
- All nominated staff are qualified first aiders
- Nominate staff for relevant refresher training
- Have overall responsibility for ensuring policies and procedures are adhered to at all times

2. Receipt, Storage and Disposal of Medication

2.1 All prescribed medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.

2.2 Medication received from parents should be clearly labelled with the child's full name and date of birth. Also clearly labelled by the pharmacist for intent use.

2.3 The nominated staff / manager will then record on the medication sheet in the medication file the child's name, date of birth, name of medication and the expiry date.

- Each parent will then be asked to complete and sign an administration of medication consent form
- Each group leader will then be responsible for the safe keeping of the consent form
- When administering the medication two staff members should be present. The person who has administered the medication is to record this on our data sheet which needs to be signed by themselves and at the end of the session by parent/carer

2.4 Happy Valley will operate a medication folder. This will contain:

- An approved signatory list of staff (staff who are approved to administer medication)
- A list containing name, address, medication name, strength, dosage, time to be taken, and any other instructions i.e. before or after food etc
- All medication is to be kept in a safe, secure place that is accessible

3. Administration of Medication

3.1 When a child is unable to self medicate they will be assisted by an approved person.

3.2 All refusals and reasons must be documented on the medication sheet. All refusals and concerns must be reported to the parents / carer.

3.3 No medication will be administered in a covert manner i.e. disguising, crushing, changing colour or changing consistency of the drug without written consent from the G.P. Should a child have difficulty in taking tablets, then a request to the parents / carers could be made for medication in liquid form.

3.4 Medication must not come into contact with staff's skin. All medication to be dispensed into the child's spoon etc. Creams are to be applied using appropriate personal protective equipment.

4. Data Sheet

4.1 It is recommended as best practice that a data sheet of each medication that is administered to a child are kept on file. Data sheets are supplied by the manufacturer of the drug. A copy can be obtained from the internet or pharmacist on request.

5 Reviews and checks

- 5.1** Medication details are reviewed termly and checks will be made with the parents as to the last G.P review of the medication.

This policy was reviewed and checked on: November 2018

Signed on behalf of the Pre-School:

(Pre-School Director)

Next Review:

November 2019