

6. Medicines

Medicines Policy

Statement of Intent

All medication will be securely stored and appropriately and safely dispensed by trained members of staff. All medication administered will be accurately recorded on the administration of medicines form.

Aims

- To provide secure storage for all medicine on our premises
- To ensure that medication is correctly and safely administered by a trained member of staff.
- To ensure that consent has been given for all medicine dispensed.
- To ensure that all staff are relevantly trained in the use of life saving medication.
- To ensure that all medication given is documented.

In order to fulfil these aims

Prescribed medication

- If a child needs prescribed medication, parents/carers must complete a Medical Consent Form. The form must be signed by the parent.
- The completed form must be handed, together with the drugs/medicines, to the senior member of staff at the setting, who will be responsible for the administration of the drugs/medicines.
- Only drugs/medicines prescribed by a registered Medical Practitioner may be administered to children.
- Drugs/medicines will only be administered to the child for whom they are prescribed.
- All drugs/medicines must be stored securely as shown on the original container label.
- A record of drugs given should be made on an administration of medication form indicating the time, dosage. This record must be signed by the member of staff who administered the dose, the member of staff who witnessed the administration of the dose and the parents/carer to acknowledge the administration of the dose.
- Unwanted or unused medicines will be returned to the parent/carer for disposal/on-going use.

Non-prescription medication

- No creams or ointments (other than sun cream) will be applied to anyone, other than those for which there is a Medical Consent Form.
- Non-prescription medication (e.g. calpol) will not be administered without medical consent

Emergency medication

- If emergency prescribed medication (e.g. Asthma inhalers/epipens) is needed to be kept and administered by staff, signed consent for administration of this medication must be given by parents in advance.

- All medications will be kept on the high shelf in the kitchen (or fridge if required)
- A record of the administration of emergency medication (including date and time) will be kept by staff and signed by the parent/carer on the day that it has been given to the child.
- Drugs/medicines will only be administered to the child for whom they are prescribed.
- Two members of staff will always be present when administering medication.
- If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- To ensure the safety of child and staff any required emergency medication must be received by preschool, if a child requires emergency medication they will not be able to attend preschool unless this medication is provided.
- OfSTED and insurers will be informed if required.
- Children returning to preschool after a period of illness must have this documented on a 'returning to preschool after illness" form. This helps to prevent the spread of illness and may be required by Public Health England to assist in pinpointing the

Supporting children with medical needs

- Children with medical needs are welcomed at Blakeney Pre-school and encouraged to participate in all activities appropriate to their health and abilities.
- Parents are ultimately responsible for the health of their child and we rely on them to advise us of any specific medical needs their child may have and to work with in partnership with their child's key person and the Pre-School Leader to develop an individual health care plan.
- Where specialist knowledge or support is required, staff will receive training from a qualified health professional.