Safeguarding and Welfare Requirement: Health: Medicines

3.53 Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up-to-date.

(EYFS 2021)

Policy for administration of medication

**Aims/objectives**

The Pre-school welcomes all children and will take the necessary steps to support those with medical conditions and allergies to enable them to participate in all activities.

**In order to do this, we will**

Work with parents/carers to ascertain the nature of the condition

Offer parents/carers the policy

Provide guidance and training for staff in administration of medication

Ensure members of staff have immediate access to medication

Ensure the group environment is favourable

Document the administration of medicines

**Roles and responsibilities**

Medicines will not usually be administered unless prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor). Anti-biotics will not usually be administered until 48 hours after the first dose in case of allergy.

Adults are responsible for their own medication and they should sign a disclaimer regarding no liability being attached to the pre-school.

If the child is on prescribed medication, the following procedures will be followed.

Parents/carers

* Notify the pre-school of any known medical conditions or allergies
* If possible, parent/carers should administer medication, if not, then medication must be clearly labelled with child’s name, dosage and any instructions
* Give signed permission for a qualified person to administer the medication, written instructions about dosage, administration and full details of medication given that day.
* When medication has been administered, parents/carers should acknowledge on Famly app.

Responsible adult

* Store medication, together with dosage details, in named bags in a named container in the storeroom/fridge out of reach of the children
* Record full details of medication and administration in medication book and sign when administering each dose
* Check medication expiry date and return to parent/carer if out of date
* Another member of staff should witness the administration of medication
* All medications will be taken on outings and emergency evacuation. If administered, this must be recorded in the medication book on return to the pre-school

Manager/officer

* Clarify the position with the pre-school’s insurance company, relating to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers and Epipens.
* Approach Social Services for guidance if necessary
* Provide training and support for staff relating to the administration of medication
* Alert all members of staff to children with food allergies especially those preparing snacks
* Display photograph of child and list of allergies in the kitchen area

Signed on behalf of the pre-school – T. Pattison (Preschool Manager)