

## Administration of Medicine Policy

This policy has been written following the guidance of the:

- Statutory Framework for the Early Years Foundation Stage, 2021,

*This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.*

Prescribed medicines will only be administered by members of staff that hold a current Paediatric First Aid certificate. Where the administration of medicines requires medical and technical knowledge, only trained staff members will administer said medicines.

When reserving full days and/or joining the waiting list at Bus Stop Pre-School, parents/carers are required to inform the Management team if their child has a medical condition and requires specific treatment, as this may affect the way in which their child is cared for. Please see the following documents: Expression of Interest form, Parent Childcare Contract, Equal Opportunity policy including SEND, Local Offer and Forest School Play Scheme Booking form.

If a child requires prescribed medication whilst at pre-school, parents /carers are required to complete a Short Term or Long Term medication form giving their permission for staff members to administer the said medicine and providing details of the medication and the child's medical condition. Staff members ask parents/carers to sign the Short Term/Long Term medication form on the same day or when reasonably practicable to confirm that they have been informed that the medication has been given to their child.

The Short and Long Term forms include the following information:

- Child's Full Name,
- Medical Condition detailed,
- Name of Medication/Description of treatment,
- Dosage,
- Administration times,
- Start date and Finish date,
- Amount of Medication given (i.e. 1 bottle),
- Parent Consent and date,
- Staff signature - confirming receipt of medicines given by parent.
- 'Table' detailing the following:
  - Date,
  - Times Given,

Staff signature - confirming that medication was given,  
Parent signature - acknowledging that medicine was given to child and that medication has been returned to them (if applicable).

Once short term medication has been completed the Short Term Medications forms are filed in the Child Record folder with a child's individual details. This enables staff members to monitor if children are regularly taking medications.

Parents/carers are asked by staff to ensure medication is in its original container and has the pharmacy label with the name of the child it has been prescribed for clearly labelled upon it. Prescribed medication will not be administered by staff if the above are not followed by the parent/carer. Staff members ensure that medication is put in the kitchen fridge or as advised by the pharmacy label. All medication is stored in the kitchen and is inaccessible to children. Parents are also asked to provide the necessary equipment to administer medication for example, oral syringes, medicine spoon and syringes for injections.

No medication will be administered to children unless a doctor, dentist, nurse or pharmacist has prescribed it (medicines containing aspirin will only be given if prescribed by a doctor).

Bus Stop Pre-School is able to store children's Long Term medication for example Epi pens and Asthma inhalers on the premises for use in an Emergency. Staff members regularly check the used by dates on Long Term medication and inform parents/carers immediately or as soon as practicable if medication needs to be replaced. Children's individual Long Term medication is stored in the Kitchen, out of reach of children and is stored as advised by the pharmacy label. Children's medication is stored in individual clear containers, labelled with the child's name and photo, ensuring all staff members can access the correct medication for a child quickly in the event of an emergency.

Before administering prescribed medicines to children the following procedure is carried out by the staff member responsible for administering the medicine:

- Children are taken away from the group to the kitchen/dining room to have their medicine administered privately.
- The identity of the child is checked,
- A Short term/Long term form has been completed by the parent/carer,
- The parents written instructions and pharmacist label instructions match i.e. name of medicine and dosage,
- The name on the pharmacist label matches the name of the child that the medication is to be administered to,
- Any additional or cautionary information on the label which may affect the times

of administration, give information on how the medicine must be administered, or affect performance i.e. an hour before food, swallow whole do not chew, or may cause drowsiness,

- Check the Short/Long term medication form to ensure the medicine is due at that time and it has not already been administered,
- The expiry date of the medicine (if one is documented on the medicine container or the pharmacy label,
- All the necessary equipment is available to administer the medicine i.e. oral syringe, syringes for injection, medicine spoon.

If a child requires medication to be administered during a Forest School session or on a trip away from the Pre-School premises the above procedure will apply and the medication and the Short/Long Medication forms are transported in the Forest School Medication Bag. Medication that requires refrigeration will be transported in a zipped Cool bag inside the Medication bag. Medication is put inside the Medication bag before each Forest School session/Trip and is taken out to be stored in the kitchen on the return from Forest School/Trip. When out at Forest School/Trip the Medication bag is located in the Forest School trolley/carried by a staff member.

When medication is administered two members of staff are to be present. One staff member will administer the medicine and the other is present to witness and ensure the correct medication and quantity is being given. Staff members must ensure they write down the details of when the medication was administered on the child's individual Short Term or Long Term Medication form.

If staff members have any doubts about the medication i.e. expiry date or dosage, then the medication will not be administered to the child. The parents/carers will be contacted and the situation explained. Parents/carers will be required to provide medication for their child in line with the Pre-Schools policy as stated above. An Accident/Incident form will be completed and parents asked to sign and date.

If a child refuses to take their medication, and staff believe that it is detrimental to a child's health, staff members will contact their parents/carer and explain the situation to them. The incident will be recorded and parents/carers asked to sign and date when they collect their child. In the event of an emergency the Accident, Injuries and Medical Treatment Policy will be put into practice.

If parents/carers have administered anti - biotic, non-prescribed medication or prescribed medication by a doctor, dentist, nurse or pharmacist before arriving, members of staff must be informed, enabling them to have the correct information about a child in case the emergency services have to be contacted and staff are unable

to contact a child's parent/carer. Parents/carers are made aware of these medication procedures during their child's Induction process and on the Pre-School website [www.busstoppreschool.co.uk](http://www.busstoppreschool.co.uk)

On joining the setting parents/carers are given a Child Record form and Parent Childcare Contract to complete. On both forms parent are asked to sign to agree that they understand that it is their responsibility to inform the Pre-School staff team of any medical condition their child has and any changes to their child's medical needs and treatment.

Parents/carers are given a Care Plan to complete for children with specific health and medical conditions for example Asthma, Epilepsy and Anaphylaxis. The Care Plans detail the individual care and treatment for children with long term medical needs. The Care Plan is completed alongside the Long Term medication form.

If special training and technical knowledge is required to administer medication for an individual child, a qualified health professional or the child's parents / carers is asked to demonstrate and give the necessary information regarding how to administer the medication, before medication can be given.

The following staff members hold current Paediatric Anaphylaxis training:

Kate Rice

Kelly Haines

Hayley Lewis

Louise Stephens

Julie Wilson

### Non-Prescribed Medication - Pre-Schools Store on Premises

Under Section 3, point 3.46 and 3.47 of the Statutory Framework for EYFS, 2021, Bus Stop Pre-School understands that it is their responsibility to take appropriate action if children are ill, thus Bus Stop Pre-School keeps a small store of Calpol Syrup: Paracetamol and Piriton Syrup: Anti-histamine on the premises for use in emergency situations only and these are stored in the kitchen away from children and stored in the Forest School/Trips First Aid bag.

On joining the setting parents/carers are asked to sign giving consent, allowing staff members to administer non-prescribed medication (Paracetamol and Anti-Histamine) to their children in emergency situations. For example, an emergency situation may arise if a child develops a high temperature during the day and paracetamol is required to prevent a febrile convulsion and the child's parents/carers/emergency contact are

unable to collect them or unable to collect them immediately. Also, in the event that a child has been stung by a wasp/bee/nettle and Piriton containing chlorphenamine maleate is required to relieve the pain of itching and to reduce the risk of the child going into anaphylactic shock.

#### Procedure for Administering Non-Prescribed Medication:

- Non-prescribed medication will be administered by a Bus Stop trained First Aider,
- Permission forms checked to verify parental consent,
- Children are taken away from the group to the kitchen/dining room/area away from group if on an outing to have their non-prescribed medication administered privately.
- Non prescribed medications expiry date will be checked,
- Any additional or cautionary information on the label which may affect the times of administration, give information on how the medicine must be administered, or affect performance i.e. an hour before food, swallow whole do not chew, or may cause drowsiness,
- The dosage amount will be checked by two staff members and given to a child depending upon their age,
- A staff member will complete an Accident/Incident form and ask parents to sign it upon collection. The form will include the following information:
  - Child's full name,
  - Name of medication,
  - Dosage amount given,
  - Administration time,
  - Description of Incident and Actions taken.
- Parents/carers will also be contacted explaining the situation and advised to collect their child to seek medical treatment.

#### Non-Medication

Non-medication refers to sun cream and nappy rash creams.

If children arrive with non-medication parents/carers must clearly label the non-medication and hand it to a member of staff, so that it can be placed in the Adult Toilet area out of reach of all children. Non-medication must not be left in a child's bag or individual tray. This is to avoid children from accessing the non-medication without the supervision of an adult. Parents /carers are made aware of this procedure through their child's Induction process. If a member of staff finds non-medication in a child's bag, they will remove it, label it and return it to the parents/carers at the end of the day and explain the pre-school policy on non-medication.

Bus Stop Pre-School is able to keep children's individual Nappy rash cream on the premises. The cream is labelled with the child's name and is stored in a clear container in the Adult toilet where children's nappies are changed. An individual child's Nappy creams must not be used on another child. Staff members regularly check the nappy creams for used by date and inform parents/carers if new cream is required. Please refer to the Nappy Changing procedure for further details.

On joining the setting parents/carers are asked to sign giving consent, allowing staff members to administer the Pre-Schools small store of Vaseline to their child in the event they have a sore bottom and no nappy cream has been supplied. Staff members will check if consent has been given. In the event that consent is not given the parents/carers will be contacted and verbal permission sought from them enabling a staff member to administer the Pre-Schools Vaseline. If a parent/carer/Emergency contact cannot be reached, Pre-Schools Vaseline will be administered and an Accident/Incident form completed and parents/carers asked to sign at collection time and recommended to bring in named nappy cream from home. Before administering the Vaseline, staff members will check the child's record forms, ensuring they are not allergic to Vaseline.

#### Staff Members taking Medicine/other Substances

Staff members who are taking medication can only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for and look after children. All staff medication is stored in the kitchen cupboards in a secure container and is out of reach of children. Please refer to the No Smoking, Vaping, Drugs and Alcohol policy.

Staff members taking medication must complete a Staff/Student Medication form, the form includes the following information:

- Staff/Students Full Name,
- Medical Condition detailed,
- Name of Medication/Description of treatment,
- Dosage,
- Administration times,
- Start date and Finish date,
- Amount of Medication given (i.e. 6 tablets),
- Staff signature confirming medication details and confirming that the medication will not impair their ability to care and look after children:
- Manager signature - confirming medication is on the premises and cannot be accessed by children.
- 'Table' detailing the following:  
Date,

Times Given,

Staff signature - Signature of staff member requiring the medicine confirming medication/treatment has been given.

Managers signature - Signature of Manager to acknowledge that medication/treatment has been given and medication is stored away and children cannot access it.

If staff member requires medication to be administered during a Forest School session or on a trip away from the Pre-School premises the above procedure will apply. Medication that requires refrigeration will be transported in a zipped Cool bag inside the Medication bag. Medication is put inside the Medication bag before each Forest School session/trip and is taken out to be stored in the kitchen on the return from Forest School/trip.

Bus Stop Pre-School has a small store of Paracetamol tablets and Ibuprofen tablet for the use of staff only and this is stored in the kitchen area out of reach of children. Staff members are required to ask the Management team if they can administer the non-prescribed medication. Staff members to refer to the Staff Handbook for further details on staff sickness. If staff become unwell during the day, they will be sent home and emergencies staff cover can be contacted if required.

#### Useful Guidance

- [www.gov.uk](http://www.gov.uk) - Health Protection Guidance in Schools and other Childcare facilities, 2018, updated 2021.
- [www.gov.uk](http://www.gov.uk) - Statutory guidance for Supporting Pupils at School with Medical Conditions, 2015.
- British Medical Associations - <https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools>

This policy was adopted September 2006 to be reviewed annually.

This policy was reviewed September 2021 to be reviewed September 2022.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_

