

Whiteley Preschool Medication Policy and Procedure



At Whiteley Preschool we encourage regular hand washing and promote the use of and correct disposal of tissues. We encourage a healthy diet, and the children have access to the outside environment daily; appropriate clothing being worn.

This policy aims to inform parents of the preschools guidelines relating to the administration of medication, in line with guidance in the Statutory Framework for the Early Years Foundation Stage. Before reading this policy, it is important to understand the difference between the words prescribe and prescription as outlined in Ofsted's document 'Administration of Medication to Children in Registered Childcare'. The use of the word prescribe means medication that is recommended and purchased over the counter. The use of the word prescription means written instruction from a doctor or dentist. Most pharmacists cannot write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over the counter medication such as teething gels or painkillers. Therefore, we can give medication that is recommended by a pharmacist or nurse without a written prescription as well as any medication prescribed by a doctor or dentist.

Prescribed Medication/Creams/Ointments

In accordance with the EYFS Whiteley Preschool will only administer prescribed medication when it is essential to do so, that is where it would be detrimental to a child's health if the medicine were not administered. The medication must be clearly labelled with the child's name, expiry date and medication name. The medication will be stored in an appropriate cupboard.

We can only give prescription medicine prescribed by a doctor or dentist to the child in question. Any prescribed medicine should be stored in the original container, clearly labelled with prescription details. The medicine can only be given to the child named on the container for the dosage stated.

Antibiotics will only be given within 4 weeks of the prescription date and medication will not be given after its expiry date. If a child requires antibiotics, we will administer them after the first 48 hours of the course. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course.

The child must have had the prescribed medicine before, with no adverse effects. This is to prevent the risk of an allergic reaction to new medicines. If the child's medication requires specialist medical knowledge to administer, then individual training will be provided for team members working with the child, from a qualified health professional prior to the administration of the medication by team members.

Non-Prescription (prescribed 'over the counter') Medication

The preschool does not normally administer non-prescribed 'over-the-counter' medication, but we will do so at the expressed wishes of the parent with previous written consent provided the child has had them before and it is known that they are not allergic to them. Whiteley Preschool will not administer any medicine containing ASPIRIN unless prescribed by a doctor. Medication will be stored in an appropriate cupboard.

Containers should be clearly labelled with the child's name, and handed over to a team member (i.e. not left in the child's bag).

For any non-prescription cream for skin conditions such as Eczema (e.g. sudocrem, diprobase, E45 etc.) that cannot be overdosed, any DBS cleared team member can administer. We will record the administration of these creams, whether they have been prescribed by a doctor or bought over the counter. Medical creams such as Hydrocortizone cream will be regarded as medication and the medical consent form is to be completed by the parent and team member and each administration recorded.

We will only administer medicine in line with the instructions i.e. dose, frequency, duration, age appropriateness and expiry date on the bottle, however, we can't guarantee to give medication at an exact time; however, it will be given in a timely manner. Parents wanting an absolute guarantee on specific times medication is given are welcome to pop in and administer the medication themselves.

Administering medication

Two members of staff will be present when all medicines are administered. All prescribed medication will be stored in accordance with the product instructions and kept in the original container. Before any medication is administered confirmation of the child's name, prescribed dose and expiry date of the medication must be checked. Both members of staff must check that the correct medicine and dosage is given to the correct child. One staff member will administer the dose, witnessed by the other and both must sign the medical consent form. Medicine will only be administered by a qualified first aider and we do not allow trainees, students, or volunteers to administer medicines. The administration of the medicine is accurately recorded, signed by both staff members, and countersigned by the parent. The staff will not give the first dose of any medicine not previously taken by the child in case of an allergic reaction.

Whiteley Preschool will not accept medicines that are not in their original containers as originally dispensed. All medicines must be clearly labelled with the child's name. All short-term medication must be returned to the parent at the end of the session. Once the course of medication is completed (final dose given), unused medication should be taken home. The exceptions being ongoing, long-term medication that are kept within the preschool.

Medication forms

Written parental consent must always be sought before administering medicines. Whiteley Preschool have different forms depending on the type of medication to be administered. Parents will be asked to complete one section of the medication form and staff must complete the sections relating to checking the medication and the recording of when a medicine has been administered. This form must be completed on a daily basis, and, signed for on the day that the medication has been administered by the parent in acknowledgement of this. Parents must keep staff up to date with any change of circumstances relating to the use of medicines with their child. This is particularly relevant for the use of long-term medicines and asthmatics. The medication forms used by Whiteley Preschool are: medication forms, long term medication form, non-prescribed medication form, asthmatic care plan, healthcare plans and staff medication form.

Staff medication

The EYFS states that "practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children". Staff must ensure they are fit to work and care for the children and medical advice must be sought if practitioner's ability to care for children could be affected. Whiteley Preschool understand that it might be necessary for staff to take prescribed or non-prescribed medication. Whiteley Preschool want to ensure safety and support for all staff and children. It is important that staff report the medication name and dosage they are taking in case they need any emergency medical attention. Staff medication must be kept in an appropriate cupboard or in the fridge and not in staff member's bags, which could be accessed by the children. A staff medication form must be completed if a member of staff is to take medication whilst on site or before their working day.

Health Care Plans

Where a child has a long-term medical condition such as diabetes, epilepsy or anaphylaxis a health care plan must be put in place between the parent and the preschool Childcare Manager or SENCo and relevant health

care professionals. Advice from the relevant health care professional will be sought to determine whether the administration of the medication requires training.

Health care plans must be developed prior to the child starting at the Preschool. If the condition develops when the child already attends the Preschool, then a health care plan must be developed immediately with the input from parents and relevant health care professionals. In some cases, it might be necessary for childcare to stop until the health care plan and appropriate training has been put in place. This will be determined by the Preschool Management after consultation with health care professionals. This is to ensure the Preschool is a safe place for the child and that Preschool staff can meet the needs of the child appropriately and provide the level of support that is required.

Medicine Administered for an Unexpected Temperature

To prevent the delay of treating a child with an unexpectedly high temperature, parents can choose to pre-authorise Whiteley Preschool to administer Calpol via the Permissions Form when registering their child. The dosage given will be in line with the recommended dosage for the child's age group on the medicine's packaging. When deciding whether to administer Calpol, team members use the following criteria:

1. Child is feeling unwell.
2. Child is in pain.
3. Child's temperature is above 38.5 °C
4. Parent is unable to collect the child within 15 minutes.

Where a parent or carer can collect the child immediately (within 15 minutes) Calpol will not be administered. If the answer to two or more of the above is yes, then the child can be given a single dose of Calpol provided this has been pre-authorised by the parent and verbal consent has been sought prior to administration. If the parent is uncontactable staff will work through the emergency contact list. If child's conditions worsens then staff will seek medical advice.

If Calpol is administered to a child, this is on the understanding that a parent or carer have been contacted and will collect the child from the setting without delay. All children who have been administered Calpol will need to go home. If permission has not been given on the child's Permission Forms, then Calpol will not be administered.

Policy adopted on 24th April 2013

Reviewed on 28th February 2024

SignedChairperson

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