



Medication

March 2024

At Elsworth Pre-School we promote the good health of children attending pre-school and take necessary steps to prevent the spread of infection (see our Sickness and Illness policy). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the pre-school and these are set out below:

- Medicines containing aspirin will only be given if prescribed by a doctor.
- Prescription medicine will only be given when prescribed for the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication.
- The pre-school will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- The parent/carer must be asked when the child has last been given the medication before coming to pre-school; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent/carer must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine, a member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is "essential" or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.
- All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children. Emergency medication, such as inhalers and EpiPen's, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.



- Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.
- All medications must be in their original containers; labels must be legible and not tampered with or they will not be given.
- All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Non-prescription medication (*these will not usually be administered*)

- The pre-school will not administer any non-prescription medication containing aspirin.
- The pre-school will only administer a single dose of non-prescription medication when the manager deems it to be an emergency. For example, a high temperature or a bee sting when parents either cannot be contacted or cannot reach the pre-school quickly. After this dose, medical attention should be sought if parents still cannot collect. On registration, parents will be asked if they would like to give consent to their child being given a specific type of liquid paracetamol or antihistamine in such circumstances.
- If the pre-school feels the child would benefit from medical attention rather than nonprescription medication, we reserve the right to refuse pre-school care until the child is seen by a medical practitioner.
- An emergency pre-school supply of fever relief (e.g. Calpol) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the pre-school will make every attempt to contact the child's parents. Where parents cannot be contacted then the pre-school manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the pre-school, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- Giving non-prescription medication will be a last resort and the pre-school staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the preschool will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents/carers collect the child.
- If any child is brought to the pre-school in a condition in which they may require medication sometime during the day, the manager will decide if the child is fit to be left at the pre-school. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.



- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the pre-school, together with the times and dosage given.
- The pre-school DOES NOT administer any medication unless prior written consent is given for each and every medicine.

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The pre-school will do all it can to make any reasonable adjustments including working with parents/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Members of staff

All pre-school staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their manager and seek medical advice.

The pre-school manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept out of reach of children in the office or kitchen where staff may need easy access to the medication such as an asthma inhaler. In all cases, it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Adopted on:	18 th March 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	18 th March 2025