**WHAT OUR PARENTS/CARERS SAY..**

**SOUTHwiCK PRE-SCHOOL PLAYGROUP**

**ADMINISTRATION OF MEDICINE POLICY**

**Administration of Medicine Policy**  

**Statement**

Southwick Pre-School Playgroup places the child’s well-being at the very core of the ethos of the setting. Staff are Paediatric First Aid trained, but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual member of staff. There will, however, always be staff willing to administer medicine on site, and for any clarification of this matter please check with the Manager.

**Aim**

It is our aim to safeguard and maintain the well-being of all children within the Playgroup and the staff who look after them. Southwick Pre-School Playgroup works in partnership with parents, and information sharing in this area is vital so that staff respect and are aware of cultural, ethical, or religious reasons which may relate directly to the administration of medicine.

**Method** **and Procedure**

The following procedure must be adhered to by parents and staff for the health and well-being of all children for the administration of medicine OR creams:

Southwick Pre-School Playgroup requires written consent via a medication form in advance from parents which clearly shows:

CHILD’S FULL NAME AND ADDRESS

CHILD’S D.O.B.

DATE OF PRESCRIPTION AND EXPIRY DATE

DURATION OF MEDICINE

DOSAGE & STORAGE

**Southwick Pre-School Playgroup will only administer prescribed medication according to the directions outlined by the medical professionals and will be asking the parents/carers to sign the dosage and the time of the last time medication was given to the child.**

If medication has NOT been prescribed for the child by a GP or medical professional, or the date has expired, Southwick Playgroup **will not** administer it.

The medication must be in its original container with the pharmacists label attached and clearly visible, in date and must be accurate for the ailment. 

In extreme circumstances the manager may make the decision to administer emergency Calpol to a child, if a child’s temperature becomes high or raised, in the agreement that the parents are on their way to collect the child. This will only be carried out if the manager has sought permission from the parents. Giving non-prescription medication will be a last resort and the staff will use other methods first to try and alleviate the symptoms, according to the current advice given by First Aid training. The child will be closely monitored until the parents collect them.

If the staff at the setting feel the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse access to the setting until the child is seen by a medical practitioner.

A practitioner must record every occasion of when medication is administered, confirming the time & dosage of administration and the name of the staff member whom administered it. The staff member will then sign the form. On collection of the child the parent will be asked to sign to acknowledge that they have been informed.

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. If a child has been hospitalised due to an illness, we will contact the child’s health visitor for a multi-agency meeting, together with the parents, and draw up a health care plan. If a child has an asthma pump but has not been hospitalised Southwick Pre-School Playgroup will draw up a health care plan and train all staff to support the child’s individual needs.

Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.

The setting Manager will make parents aware of any changes in information.

Only Level 3 qualified staff with first aid training will be permitted to administer medicine.

In an emergency, an ambulance will be called. Parents will be informed immediately.  

**Monitoring**

The setting manager will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may have.

**Storage**

All medication will be stored in the fridge in the kitchen. Medication that does not need to be refrigerated will be kept in a cupboard located in the kitchen area. All medication will be individually bagged and labeled with names.

Any expired medication will be returned to the parent/ named guardian to dispose of and signed for.

Emergency supply of fever relief (e.g Calpol) and anti-histamines (e.g. Piriton) 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.

**Staff Medication**

Staff medication on the premises must be securely stored in the medicine cupboard in clearly labeled storage containers. If the medication needs to be refrigerated then it must be stored in the fridge in a lidded and labeled box or bag. Staff must inform their manager if they are bringing any medicine on to the premises and ensure that it doesn’t impair their ability to work. Providers must ensure that medical advice confirms that the medication is unlikely to impair that staff member’s ability to look after children properly.

**Review**

The policy will be reviewed yearly, and amendments and changes will be carried out.

Policy reviewed Kit Davis/ Roxanne Beauchamp/ Vikki Winslade 28/02/2024