



Title	Administering Medicines
Code	LGPGCWPHHAM
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Version	001.1
To be renewed on	JULY 2010
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy statement

We are not able to provide care for sick children, who should be at home until they are well enough to return to the setting. We will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

Staff will not generally administer "non –emergency" medication such as antibiotics.

Procedures

- Children taking prescribed medication must be well enough to attend the setting and not infectious.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition and specifically assigned to the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents **must** give prior written permission for the administration of medication. The staff receiving the medication **must** ask the parent to sign a consent form. All administered medicine must be logged.
- Staff must seek training from an appropriate health care professional for managing chronic conditions (i.e asthma, allergies, physio-therapy)

No medication may be given without these details being provided.

Storage of medicines

All medication is stored safely (refrigerated if necessary in a clearly marked lidded plastic container).

The pre-school leader or deputy is responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the setting. The pre-school leader must check that any medication held to administer on an 'as and when required basis' or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Self-administration

It may be appropriate that child are learning to self administer some medications (i.e. inhalers). This must be done under the supervision of an appropriate practitioner and recorded.

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell practitioners what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions (chronic) and who may require ongoing medication

Risk Assessment

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the leader alongside key persons and parents. Other medical or social care personnel may need to be involved in the risk assessment.

They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment. Examples of these include allergies (epi-pen/ piriton), asthma (inhalers) and diabetes (insulin).

The risk assessment includes vigorous activities and any other playgroup activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings. The child's health care professional's advice is sought as necessary.

Health Care Plans

A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.

The health care plan should include the measures to be taken in an emergency.

The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. in the child's personal file.

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	2 nd July 2009	
Date to be reviewed	JULY 2010	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Ann King	Vanessa Webb
Role of signatory	Chair	Secretary