

## Administering Medication

At Little Oaks, we believe that children will enjoy and achieve their very best when they are in good health. Although we do not provide care for children who are unwell there will be times when we, at Little Oaks, will need to administer medication to the children in our care. Therefore, the following policy will apply:

### Policy:

- Staff will administer prescribed medicines and medication (only if prescribed by a doctor, dentist, nurse or pharmacist).
- Staff will administer over-the-counter medicines or medication for a maximum period of 48 hours after which they will advise parents to seek medical advice. Staff will only administer over-the-counter medicines if they have been previously given with no adverse effect.
- Staff will apply non-prescribed nappy creams.
- Staff will apply factor 30 sun cream purchased and discarded annually by the setting during the summer months ONLY to children who are with us for 4 hours or more of continuous childcare or for whom we have a statement of medical need from a doctor. In practice this means sun cream will be applied after lunch for children with us all day and all parents are asked to give consent for this on the Enrolment Form. Where a parent chooses to send in their own sun cream, our Administering Medicines policy applies.
- Where a child has been prescribed medication, which could potentially be lifesaving we will not accept children into sessions unless we have their medication on the premises. In practice this will most commonly apply to inhalers and adrenaline autoinjector pens.
- Adrenaline autoinjector pens will only be administered by members of staff who have received the relevant training, which would have to be current before a child starts with us.
- If the administering of certain medications requires specific medical knowledge or training, then this will be sought for relevant members of staff, before the child starts with us.
- Where applicable an Individual Care Plan will be completed stating a child's medical condition(s) and details of symptoms, treatment and medication. These will be stored in folders in each classroom and the office.
- The medication records will be reviewed termly at staff meetings to ensure all staff are aware of children's needs and that medication is still in date.
- Staff will keep personal medication in the lockable cupboard in the kitchen. Medication will be clearly labelled and staff will be expected to self-administer.
- If applicable a care plan will be completed for staff members and displayed as necessary.

**Procedure during session:**

- All children's medicines are stored out of reach of children but accessible to staff (or clearly labelled in the fridge if necessary).
- All medication will be signed in and out of Little Oaks.
- All medication must be in its original containers, in date and clearly labelled with the original prescription stating dosages and frequency of administration and the child's name.
- No medication, nappy cream or sun cream provided by parents will be given or applied without the prior written consent of a parent or carer. This will be sought via the "Parental Agreement for Little Oaks Pre-school to Administer Medicine and Inhalers" form which will be reviewed termly (or more frequently if applicable) by a child's key person and parent.
- Once medication, nappy cream or sun cream provided by parents has been applied this will be recorded, in writing, in the "medication book" and parents/carers will be asked to sign this at the end of the session.
- If after administering the medication the child does not respond as expected or symptoms persist then the parents will be contacted or medical advice will be sought as applicable.

**Procedure for administering medication when away from the premises:**

- For any child who is on an outing or trip all medication and copies of written records will accompany them.
- The administering of medication will be recorded in the same way as above.
- As it won't always be possible to store medicines securely when away from the premises a designated member of staff will be charged with keeping the medication with them. It is the responsibility of the Room Leader to allocate this task.

It is the responsibility of the member of staff administering medication to ensure that written records are filled in correctly and completely. However, it is the responsibility of a child's key person to carry out checks to ensure that records are up to date and complete.

See also: Health and Safety Policy  
Nappy Changing Policy  
Sun Protection Policy

This policy was adopted by the committee of Little Oaks on.....

Reviewed, Signed and dated on behalf of the committee.....

Role of Signatory.....

Reviewed and amended March 2014, reviewed Nov 14, reviewed Nov 15, reviewed Nov 16, Reviewed May 17, April 19, July 2019 (to include change to administering over the counter medicines). Reviewed Feb 20. Reviewed Apr 21 (change to frequency of review of medication records and difference between sun cream provided by Little Oaks and parents).