

Hemingford Grey Playgroup

Policy: Medicines

February 2018

Policy statement

While it is not our policy to 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. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs 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. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Our staff are responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

We notify our insurance provider of all required conditions, as laid out in our insurance policy.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- We only administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Over the counter medications, such as Calpol may only be administered when prescribed by a GP or other medically qualified person. This medicine needs to be given to staff in its box appropriately labelled. Children should still be considered well enough to attend.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - the full name of child and date of birth;
 - the name of medication and strength;
 - who prescribed it;
 - the dosage and times to be given in the setting;
 - the method of administration;

- how the medication should be stored and its expiry date;
- any possible side effects that may be expected;
- and the signature of the parent, their printed name and the date.
- The administration of medicine is recorded accurately on our medication record sheets each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record sheet to acknowledge the administration of the medicine. The medication record sheet records the:
 - name of the child;
 - name and strength of the medication;
 - date and time of the dose;
 - dose given;
 - signature of the person administering the medication and a witness; and
 - parent's signature.
- If the administration of prescribed medication requires medical knowledge, we obtain individual training by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Storage of medicines

- All medication is stored safely out of childrens reach and refrigerated if required. Where the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

- The staff are 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 to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.*

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

- We carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of our manager alongside the staff. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a 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 form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- 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 adults who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- We review the health care plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

- *Parents receive a copy of the health care plan and each contributor, including the parent, signs it.*

Managing medicines on trips and outings

- If children are going on outings, the staff will accompany the child with a risk assessment and will be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labeled with the child's name and the name of the medication. Inside the box is a copy of the medical information including the sheet.
- On returning to the setting the, if the medication has been administered, the parent signs the medication record sheet.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labeled with the child's name and the name of the medication. With the box is a copy of the consent form signed by the parent.
- This procedure should be read alongside the outings procedure.

Asthma Policy and Procedure:

- Hemingford grey Playgroup ensures that children with asthma can participate fully in Playgroup life.
- We recognise that children with asthma need immediate access to their blue reliever inhalers.
- We maintain a record of all children with asthma and their medication.
- We aim to ensure the setting is an asthma friendly environment.
- All staff know what to do in the event of an asthma attack.

Procedures

- All senior staff receive training from each parent of a child with asthma, ensuring they are aware of how to deal with that child's individual need.
- All staff have a clear understanding of the procedure to follow when a child has an asthma attack.
- Hemingford Grey Playgroup maintains a register of children with asthma and individual children's asthma records with emergency treatment details on individual child's care plans.

- Early administration of the blue reliever inhaler will cause the majority of attacks to be completely resolved.
- Parents/carers should supply a labelled inhaler and, if needed, a spacer device.
- Parents/carers should provide written details (on a care plan and medication form) of the dose of reliever to be taken if the child has symptoms of asthma whilst at Playgroup.
- The care plans and medication forms are kept alongside the medication.
- Information should be dated and signed by the parents/carers.
- Parents/carers should notify the Playgroup in the event of any changes. Details to be reviewed termly with parents.

Guidelines in the Event of an Asthma Attack

- Bring the inhaler to the child, not the child to the inhaler.
- Calm the child as much as possible to maximise the benefit from the inhaler technique.
- Ensure that 2 puffs of the blue reliever inhaler are taken immediately.
- Whenever possible, allow medication to be taken where the attack occurs.
- If symptoms do not resolve, continue to give 1 puff every minute for 5 minutes.
- Stay calm and reassure the child. Stay with the child until the attack is resolved.
- If the attack resolves and as soon as they feel better, the child can return to normal playgroup activities.
- The child's parents must be informed of the attack and details of it should be confirmed in writing so that this information can also be passed onto the child's GP. This should include where and when the attack took place (e.g. area of playgroup and what activity), what medication was given and how much was given.

Call the ambulance urgently if:

- The blue reliever inhaler has no effect after 5 - 10 minutes of first using.
- The child is either distressed or unable to talk.
- The child is getting exhausted.
- The child's lips are blue.
- You have any doubts at all about the child's condition.
- Continue to give the blue reliever inhaler (1 puff every minute) until help arrives.

Legal framework

- The Human Medicines Regulations (2012)

This policy was adopted at a meeting of Hemingford Grey Playgroup Management Committee, held on 5th October 2009 and reviewed at a meeting on 6th July 2011 and 2nd October 2014. Amended at a meeting held on 22nd September 2015 and again in February 2018.

Signed by the Chairperson on behalf of the Committee:

_____ (Chairperson's name - block capitals)

_____ (Chairperson's signature) _____ (Date)