

Administering medicines

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 for whom they are the key person. 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 Early Years manager or deputy is responsible for the overseeing of administering medication.

Procedures

- Children taking either prescribed or non-prescribed medication must be well enough to attend the setting.
- The administering of un-prescribed medication is recorded in the same way as any other medication.
- NB: We may administer children's paracetamol (un-prescribed) for children with the verbal consent of the parents or from a GP or paramedic in an emergency situation, in such cases of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.
- NB: We may administer antihistamines if a child appears to having a reaction with verbal consent of the parents or from a GP or paramedic in an emergency situation.
- 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 both prescribed and non-prescribed 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; a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)
 - 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 each time it is given and is signed by the person administering the medication and a witness. The medication record book records the:
 - name of the child;
 - name and strength of the medication;
 - If prescribed by a doctor the name of the doctor;
 - date and time of the dose;
 - dose given and method;
 - 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 for the relevant member of staff, 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 their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
 - 2 staff members must be present when administering medication.
 - We monitor the medication records to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Storage of medicines

- All medication is stored safely in a cupboard or refrigerated as required.
- A senior member of staff will be responsible for ensuring medicine is handed back at the end of the day to the parent.

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

- We carry out risk assessments for children with long-term medical conditions that require ongoing medication. This is the responsibility of the Early Years Manager alongside the child's key person. 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, key 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.
- An individual care plan for the child is drawn up with the parent.
- The individual care plan should include the measures to be taken in an emergency.
- We review the individual care plan every term, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- On returning to the setting the information is recorded in the medicine records if medication was orally taken whilst on outing.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- This procedure should be read alongside the Supervision of Outings procedure.

This policy was adopted by

Dragonflies

On

March 2026

Date to be reviewed

March 2027

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee