



## **Administration of Medicines Policy**

Our setting is committed to providing a safe, healthy and secure environment in which the welfare of the children in our care is supported by our policies and procedures.

This policy aims to set out clear systems and procedures to be followed in the event of a child needing the Administration of Medication.

Following the guidance of the EYFS Statutory Framework for Health/Medicines we need to promote the good health of children attending our setting.

To ensure the safety and wellbeing of the children within our care we will:

- Keep written records of all medicines administered to children, and inform parents/carers. (Two members of staff will be present when medication is administered. The confidentiality of the child will be respected).
- We will ensure that parents/carers complete a written request form for a child to self-administer medication. This would only be allowed if a child had been trained and is competent to administer their medication.
- Never force a child to take medication (inform parents/carers if a child refuses the agreed medication to be administered).
- Obtain prior written permission for each and every medication from parents/carers before any this is given.
- Obtain prior written permission for emergency medical treatment to be sought should this become necessary whilst a child is within our care.
- Only administer prescribed medication which is clearly labelled from the pharmacy with the child's name, required dosage and the date issued. Non-prescription medication should not be sent into the preschool. Children who require pain or fever relief for an illness should not attend the preschool. In exceptional circumstances, e.g. a broken limb in which pain relief needs to be administered; parents/carers will be asked to visit, to administer the medicine themselves by prior arrangement.
- Ask parents/carers about the medicines that their child needs to take and ask to be provided with details, of any changes to the prescription or the support required.

- Ensure that individual training is accessed by staff from a qualified health care professional if the administration of prescription medicines requires technical/medical knowledge, ensuring that this is specific to the individual needs of the child concerned. An individual Health Care Plan will be issued if appropriate.
- Ensure that we have sufficient information about the medical condition of any child with long-term medical needs.
- Review and update training regularly.
- Consider the needs of our children in respect of the administration of medicines if the child is participating in off-site activities.
- Never give medicines containing aspirin to a child who is under 16 unless a doctor had prescribed it.
- Store medicines in accordance with product instructions and in the original container in which dispensed and take heed of the prescriber's instructions for administration.
- Identify appropriate arrangements for the safe storage and access of medication.
- Dispose of any medication appropriately and record this.

This policy was adopted on.....

Signed (chair).....

This policy will be reviewed annually.

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.