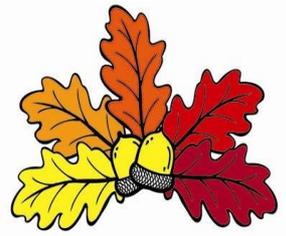




Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

MEDICATION POLICY

Aim

Humpty Dumpty Pre-school aims to promote the good health of all children and staff. We work in partnership with parents to ensure children receive appropriate medical care and support by ensuring we have all relevant knowledge of the child's existing and current needs, not only when they first register but throughout their time at the setting. Staff must follow strict procedures and guidelines to prevent the spread of cross infection in the event of illness in the setting.

All qualified staff at Humpty Dumpty Pre-school hold a Paediatric First Aid qualification. First off, the Manager or Deputy Supervisor will be responsible for administering medicines unless it is detrimental to the child's needs, whereby only then will the qualified first aiders be allowed to attend to the child.

Due to being a sessional setting we will only allow administration of prescribed medicines unless, there is a valid reason to give an un-prescribed medicine. We will not administer Calpol or any un-prescribed medicines containing aspirin. Children taking a new medicine for the first time must be kept at home for 48 hours from the first dose in case of allergic reactions.

Procedure

Before any medicine can be administered, written parental consent must be obtained. Parents must fill out the form and sign it when dropping off the child. Medication must be clearly labelled with the child's name and in its original container. Medication must be given to a member of staff, NOT kept in the child's bag, this also includes asthma inhalers. Any medication not in its original container or out of date WILL NOT be accepted. Medicines will be stored safely in the medication box in the kitchen or in the fridge if necessary, neither of which the children have access to. We do not routinely keep any medicines on the premises.

The medication consent form requires parents to give;

- Name of the child
- Date of birth of the child
- Date
- The name of the medicine
- The expiry date of the medicine
- The time and frequency of administration
- The dosage
- The person who prescribed the medicine, i.e. doctor, pharmacist etc.
- In the case of un-prescribed medicines, the expiry date

When the medicine is administered to the child another member of staff will witness it. The details of administering the medication will then be recorded on the form and signed by both the person administering the medicine and by the witness. A copy of the medication consent form will then be given to the parents when they collect their child and a copy will be kept and filed by the setting.

If a child refuses to take their medication, staff will make every effort to administer the medication but will not force the child to do so. Instead the information will be recorded and parents will be informed either at the time, if arranged to do so, or when the child is collected.



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It is vitally important, in case of an emergency, that parents **MUST** inform staff if they have administered any medicine to their child before the start of the session. Parents need to provide information regarding what time and for what reason the medicine was given and the name and dosage of the medicine. All the information must be recorded and made known to the other members of staff present. The information must be kept by the register for the remainder of the session.

Occasionally if a child becomes ill it can be quite distressing for them. If during the session a child becomes ill, staff will ensure the child is cared for in an appropriate way, making sure the child is kept comfortable in a quiet area until parents are able to collect them. Staff will give an explanation to the other children so they understand the situation thus allowing the child to remain quiet. In the event of a child being sick the child will be taken away from the other children, cleaned up, fresh clothes given and made to feel comfortable. In either case a member of staff will stay with the child and the parents will be contacted by phone to collect the child as soon as possible. Parents must keep their children at home for 48 hours after the last bout of sickness or diarrhea. Staff will wear gloves and aprons when appropriate to avoid cross infection.

For those children able to manage their own medication such as asthma inhalers, we would require written confirmation from parents advising us that their child is able to self-administer. Dose, frequency and time, if necessary, would also need to be included. The child would ask a member of staff if they required the medication as it would need to be stored in the kitchen and a record would be made of the time and dose in order to prevent the risk of a possible overdose. Staff would fully support children who can self-administer their own medication.

Parents are required to submit all knowledge of their child's medical needs when registering at the setting as well as signing a consent form which would allow us to act in the best way for the child in the case of an emergency, if they were not available. In this case the Manager or Deputy Supervisor would take charge. (See Accident and Incident policy).

Outings

Humpty Dumpty Pre-school will ensure that any necessary medication is taken to an event or outing. It will be the responsibility of the Manager/Deputy Supervisor to keep the medication in a safe place that is quickly accessible, should the need arise, if they are responsible for the child concerned. The same procedure will apply as for medication administered in the setting. If parents are present with their children on the day, any medication needed for their child will be their responsibility.

We will ensure that children with long-term or complex medical needs will get the appropriate support and care needed. To achieve this we will implement a health care plan based on the knowledge and advice given by the parents and other health professionals involved with the child. This plan would include information such as details of the child's condition; special requirements; possible dietary needs; pre-activity precautions; any side effects of medicine given; instructions as to how to manage the child in the case of an emergency. If necessary, staff will undergo specialized training if a medical condition of a child warrants it so the child will always receive continuity of care while in the setting. This includes training from qualified health professionals. Details of children with complex medical conditions will need to be given to our insurance company: Pre-school Learning Alliance.

Staff

To ensure the good health of all staff they are required to submit a 'Health Declaration' form when they are employed at the setting. This is updated on a regular basis. Staff must inform the



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Manager of any new medication prescribed to them and any side effects it may have so that we can ensure it does not affect their ability to care for the children in an appropriate way. As with children, staff who are prescribed new medication must abstain from working in the setting for 48 hours in case of any adverse side effects that may occur. Professional advice will be sought if there are any concerns. Any medication needed by staff during the session will be kept in their bag in the kitchen and not mixed with children's medication. It will be administered in the kitchen only.

Our Medication policy also applies to the staff.

*This policy was adopted by Nikki Harris for Humpty Dumpty Pre-school on Wednesday 30th August 2014.
It was reviewed and updated on 5th August 2017*

Signed: Chairperson Date: