

# Happy Stars Preschool.

## Administration of medicines Policy

### Aims:

Our aim at Happy Stars Preschool is to promote the good health of children and staff. We will take positive steps to prevent the spread of infection and will ensure that children with medical needs receive proper care and support whilst in our care.

Positive Relationships	Enabling Environment
Parents as Partners 2:2	The wider context 3:4

### Methods ;

We have a clear statement in the operational policy on the roles and responsibilities of staff managing the administration of medicine.

Staff will be shown where to access consent forms and details of administered medication.

Parents will provide full information on their child's medical needs, including information on medicine their child needs when enrolling their child into Happy Stars Preschool.

There will be a separate book to record when, how much, and why a child has had medicine before attending the setting.

The medication recording book - which is used when administering medication in the setting will include the following details ;

- Prior parental consent,
- Name of child,
- Date of birth,
- The day's date,
- Name of the medicine,
- The expiry date of the medicine,
- The time and the frequency of administration,
- The dosage,

Staff signature and the signature of the second member of staff who acted as witness.

If a child refuses to take their medicine, the staff will not force the child to take the medication but will record the information and show it to the parent / carer on collection and get their signature.

If the child becomes ill while in the setting, the parent / carer will be contacted by telephone and asked to collect the child, the staff will make the child comfortable in a quiet area whilst waiting to be collected.

On assisting children with long term or complex medical needs ,the setting will ;

Write a care plan with parents / carers and relevant health professionals that will include; the details of the child's condition, special requirements, dietary needs, pre-activity precautions and any side affects of the medicines. We will also include what constitutes an emergency, what actions to take in an emergency, what not to do in an emergency etc.

All staff will have a current first aid training certificate.

All medication will be stored in a locked cupboard, away from the reach of the children

we will ensure that the supplied container is clearly labeled, with the name of the child, the name and dose of the medicine, and the frequency of administration.

Medicines will only be accepted in the original container as dispensed by a pharmacist and the preschool will not accept any medicines that do not come in the original containers.

All emergency medicines , such as asthma inhalers and adrenaline pens will be stocked and readily available to staff or children that use them.

Medicines that need to be refrigerated will be kept in a refrigerator in a air tight container and clearly labeled.

All unused medication will be returned to the parents.

In the case of an emergency, the parent/carer will be contacted immediately and the appropriate action will be taken, in the unlikely event of parent/carer not being available, prior parental consent will be taken for emergency treatment.

The details of arrangements in place for dealing with emergency situations will be displayed on the staff board/ folder .

A member of staff will always accompany a child taken into hospital by ambulance and will stay with the child till the parents arrive.

## **Links to Legislation ;**

SEN and Disability Act 2001

Health and Safety at work Act 1974

Education Act 1996

Care Standards Act 2000.

This policy was adopted by Charmarie Galhenege for Happy Stars Preschool.

Name ; .....

Signature : .....

Date : .....

Position ; .....

Review Date ; .....