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**Administration of Medication Policy**

We believe that children with long - term medical needs have the same rights of admission to the setting as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur e.g. with complex medical procedures.

**Aim**

* To enable children with long - term medical needs to access the provision.
* To minimise the need to administer medicines for short -term medical needs.
* To be clear on the responsibilities of parents, management and staff.
* To provide a safe and robust procedure for staff to follow.

**Prescription Medicines**

Medicines will only be administered when it is essential: that is where it would be detrimental to a child’s health if the medicine were not administered during the settings hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the child’s name and the prescriber’s instructions of administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

**Non – Prescription Medicines**

We will generally not administer non-prescription medicines to children. Parent/carers will need to discuss individual circumstances with the preschool manager or deputy. We will never administer non-prescription medication that contains aspirin.

**Short – Term Medical Needs**

Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying a lotion. We will generally not administer medicines for short – term needs and parent/carers should do this outside of the provisions opening times. If this is unable to happen, the parent/carers need to discuss the issue in advance with the preschool manager or deputy and their decision will be final.

**Long – Term Medical Needs**

Some children may have long – term medical needs and may require medicines on a long – term basis to keep them well, for example children with well – controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long – term medical needs. Parents will need to meet with the preschool manager / deputy in advance and discuss the issues involved. The preschool team will follow the Long-Term needs and Emergency Medication Procedure. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover.

**Emergency Medical Needs**

Some children may require medicines in particular circumstances, Examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and Epipen for severe allergic reactions.

Parents will need to meet with the preschool manager / deputy and discuss the issues involved. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. A Medication Care Plan will be completed. The preschool team will follow the Long – term needs and Emergency Medication Procedure.

**Registration**

If the parent identifies on the registration form that the child has a medical need, the preschool manager will ask for further and more detailed information on the medication consent form and follow the procedure relating to emergency medication as necessary. The preschool manager will share this information with the preschool team as appropriate. Parents are responsible for informing the preschool of any changes in medication.

**Training**

Staff may need training before administering certain types of medication e.g. inhalers, epipen, buccal midazolam. We will seek advice from our insurers and registration body before agreeing we are able to administer certain types of medication. Training could be in the form of relevant books, videos and/or accessing external training. External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones, which require technical or medical knowledge.

**Storage**

Medicines will be stored in a cupboard or box on site, within an adult only area. A few medicines need to be refrigerated, these can be kept in a fridge containing food, children are unable to access the area in which the fridge is located. Emergency medication needs to be easily accessible. All medicines must be stored in their original packaging.

**Outings**

Medication on an outing will be carried by a member of staff. The accessibility of medication, particularly for use in an emergency, will be considered. A copy of the Medical Consent and Administration Form, and Medication Care Plan as appropriate, will be taken.

**Recording**

The parent will complete a consent form detailing the medication or complete a Medication Care Plan as necessary.

The preschool manager / key worker are responsible for checking these forms are completed prior to the child attending the provision.

The preschool manager / deputy will keep a full record of medicines administered using the Medical Consent and Administration Forms. The forms will include: name of child, medication, dosage, date, time, name of staff team administered/supervising, name of witness as appropriate and the signature of the parent/carer at the end of the day. The preschool manager or nominated staff member will take responsibility for administering and recording.

A child will not be able to attend the provision if the relevant forms are not completed.

The manager will retain a record of any training accessed by individual or all staff members.

**Administration**

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract of employment.

The preschool team will follow the setting’s administration of medication procedure. A member of the team will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and Medication Care Plan, as necessary, are incomplete or if they feel unclear about the procedure. Staff will respect a child’s refusal to take their medication

**Confidentiality**

All records relating to the medical needs of a child and the administration of medication will be stored confidentially within the setting. Information will be shared with the preschool team.

**Law**

We recognise that we do not have a legal responsibility to administer medication. We recognise we do have a responsibility under the Disability Discrimination Act 2001 to not treat a child less favourably because of their medical needs.

**Responsibilities**

**Management**

To ensure a safe and clear policy and procedure is in place.

To liase with their insurers, follow any recommendations and ensure that all staff follows procedures that they will be covered if there is a complaint.

To arrange, with the preschool manager, who should administer medicines within the provision either on a voluntary basis or as part of a contract of employment. To provide appropriate training for staff

To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.

To support the preschool manager in fulfilling their responsibilities.

To make the final decision about whether a child is able to access the provision.

**Parents/carers**

To provide information about their child’s medical condition and work jointly and openly with us to reach an agreement on the provision’s role in supporting their child’s need’s.

To discuss with the prescriber whether dose time can be altered so it is outside the hours of the provision.

To provide medication in original, labeled containers.

To complete consent form and individual care plan as appropriate.

To obtain details from GP or prescribing specialist as requested.

To inform staff of any changes to medication.

**Preschool manager / deputy**

To liase openly with parents, preschool team and management.

Ensure all parents and preschool team is aware of the policy and procedure.

Ensure preschool team and themselves put policy into practice and follow documented procedures.

To be aware of any side effects of the medication.

To feedback any concerns to parent/carers and the registered person.

**Staff**

To work to the documented procedure when they have agreed to administer medication.

To discuss any concerns with the preschool manager and decline to give medication if they are unsure of any procedure.