



## Administration of Medication Policy

Whilst it is not our policy to care for sick children who should be convalescing at home until they are well enough to return to Venture Outdoor Kindergarten, we will agree to administer medication or carry out a procedure as recommended by a GP, as part of our duty of care in maintaining their health and well-being, or when they are recovering from an illness.

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 or carrying out GP recommended procedures will only be done where it would be detrimental to the child's health if not done at Venture Outdoor Kindergarten, and only when the child is comfortable with this happening at the kindergarten.

Only medication prescribed by the child's doctor will be given at the kindergarten.

For any procedure which is beyond the ordinary scope of our care at the kindergarten, we require clear written instructions from the GP.

If a child is prescribed medication, including antibiotics, the parent is asked to keep the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Supporting pupils at school with medical conditions'.

The manager is responsible for ensuring all staff understand and follow these procedures.

A child's key person is responsible for the correct administration of medication to the child. This includes ensuring that parent consent forms have been completed and information on the child's medical needs are accurate and up to date and that medicines are stored correctly and that records are kept according to procedures.

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In the absence of the key person, the leader is responsible for the overseeing of administering medication.

### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Medication is administered with prior written parental consent.
- Children's prescribed medicines must be in date and stored in their original containers.
- Medicines should be clearly labelled and kept inaccessible to all children.
- Parents give prior written permission for the administration of all medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No prescribed medication may be given without these details being provided:
  - Full name of child and date of birth
  - Name of medication and strength
  - Who prescribed it
  - Dosage to be given in the setting
  - Time of last dose given
  - How the medication should be stored
  - Expiry date
  - Any possible side effects that may be expected should be noted
  - Printed name and signature of parent/carer and date

No GP recommended procedure may be carried out without these details being provided:

- Full name of child and date of birth
- Clear written instructions from the GP on how and when to carry out procedure
- Name of GP
- Printed name and signature of parent/carer and date

N.B: Medication cannot be carried over and must only be for the current illness the child is experiencing.

The administration is recorded accurately each time it is given and is signed by staff.

On collection parents/carers sign to acknowledge the administration of a medicine / that the procedure has been carried out.

Additional notes are recorded including if a child refuses to take the medicine.

### Storage of medicines

- All medication is stored safely in the manager's backpack and if necessary is kept in a cool bag in the warmer months.
- Medication is returned at the end of the day to the parent/carer.
- If the administration of prescribed medication requires medical knowledge, individual training must be provided 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

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they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

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

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication / care. This is the responsibility of the manager alongside a 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, ensure they 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 is part of the risk assessment and will be carried out PRIOR to the child being admitted to the kindergarten.

The risk assessment includes vigorous activities and exposure to potential allergens and any other activity that may give cause for concern regarding an individual child's health needs.

A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child. The health care plan should include the measures to be taken in an emergency.

### **Monitoring and review**

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

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