**Health**

1. **Medicine**

**Aim:**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or whilst they are recovering from an illness.

Where possible medication should be given to the child at home before or after their session at pre-school, and if a new medication, for at least 48 hours before they return to the setting.

Medication will only be given where prior parental consent has been given.

**Procedures:**

**Taking medication into the setting:**

* Parent to inform a member of staff of the child’s need for medication.
* With a member of staff the parent will fill out the medication form (kept on the desk), this will give details, as follows:
* Full name of child and date of birth
* Name of medication
* Who prescribed it
* Dosage to be given and when
* How the medication should be stored and the expiry date
* Any possible side effects that may be expected should be noted
* Signature, printed name of parent and date.
* Staff member to take medication and put it in appropriate storage (fridge/ first aid box).
* Staff to inform supervisor or person in charge that medication is needed.
* Medication time and child’s name are written on the daily board.

**Administering medication:**

* Name on medication is checked against the name of child on the medication form.
* Check dosage.
* Where possible the child’s key person should administer the medication, this will be witnessed by the person in charge of the setting.
* Staff member to sign and state the dosage and time the medication given.
* Witness to sign to confirm.
* Medication to be returned to safe storage.
* If medical knowledge is needed to administer medicines this will be sought from a relevant professional before the child attends the setting.

**Storage of medication:**

* Medication is to be stored as directed by doctor. This will either be within the fridge in a clearly labelled box, or within a medication box within the first aid box.
* The parent is responsible for ensuring medicine is collected at the end of the session.
* For some conditions, medication may be kept in the setting. During termly checks of the first aid box, staff will check the expiry date of medication - out of date medication will be handed back to the parents. Staff will inform the parents if medication is nearing the expiry date.

**Long term medical conditions and medication:**

* A risk assessment is carried out for each child with long term medical conditions that require on-going medications. This is the responsibility of the supervisor and the child’s key person. Other medical or social care personnel may need to be involved in the risk assessment.
* Parents should also contribute to the risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think maybe a risk factor for their child.
* The risk assessment will be reviewed each term.
* If a child with long term medical conditions and medication is taken to hospital, the medication and child’s care plan will go with them.

**Managing medicines on trips and outings:**

* If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child’s needs and/or medication.
* Medication for a child is taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication. Inside the box is a copy of the consent form, staff are required to sign this if medication.
* On returning to the setting this is stapled to the child’s medication form and the parents are asked to sign this.
* If a child on medication has to be taken to the hospital the medication will be taken with them.