

Thanet Early Years Project

Medicine Policy

Introduction

Thanet Early Years Project are committed to ensuring the good health of all children who attend our early years settings is paramount and we take these responsibilities seriously. Where we are concerned about a child's good health, we will adhere to the requirements of the Early Years Foundation Stage (EYFS) 2021 whereby we will:

- Follow our medicine procedure;
- Discuss our concerns with parents/carers;
- Take necessary steps to prevent the spread of infection;
- Take appropriate action for children who are ill.

Managing Medicines and Medical Procedures

All children have a right of admission to our settings and have the right to continue to attend if they are well enough to engage in the normal activities. This includes children with short, long term or specific medical conditions which require medication or treatment. Due consideration will be given to how medical needs can be best accommodated, not just to provide for children's individual requirements, but also to ensure that all regulatory and health and safety aspects for both the child and staff are met.

Long Term Medical Conditions

For children with long term medical conditions requiring ongoing medication, medical treatment or a special diet such as food allergies, epilepsy, asthma, diabetes, a care plan will be drawn up with the parent/carers and health professionals where appropriate. The care plan must include: -

- The name of the child
- Details of the condition
- Special requirements e.g. dietary needs
- Medication needs
- The name of the medication and prescribed dosage
- What constitutes an emergency
- What to do in an emergency and who to contact
- The role of staff members.

The care plan must be agreed and signed by the parent/carer. Care plans and medical records will be kept secure in accordance with the Data Protection Act 2018. However they must be known to and readily accessible to all staff caring for the child.

Administering Medication

Where necessary, staff will be given special training in the administration of medicines or medical treatment. For example, where an adrenaline-pen (Epi-pen) may be required or other non oral medication such as rectal diazepam or eye drops. However, staff do have the right to refuse to administer some kinds of medication such as an Epi-pen, rectal diazepam and eye drops, if they do not feel confident or comfortable in doing so. In these instances, alternative arrangements will be made in order to deal with children in pain or those attending the session with a long-term medical condition. Measures put in place should not discriminate and must promote the good health of all the children we care for. The policy will be explained to the parents of these children.-

For staff administering some medications such as the Epi-pen; training must be given by a health professional and confirmation must be provided for the setting by the health professional, that the person or persons trained are competent to perform the procedure.

Medicine will only be administered to a child where written permission for that medicine has been obtained from the parent/carer. A written record will be maintained every time medicine is administered. Parents/carers will be informed on the same day, or as soon as reasonably practicable where medicines have been administered. (EYFS 2021/32: 3.45-3.47) and (EYFS 2021/37: 3.65) and (EYFS 2021/38: 3.69-3.73).

Short Term Conditions

Sometimes children may be well enough to attend the setting but may still require some form of medication for a short period, for example, antibiotics and Calpol. In this case, a medicine form will need to be completed by the parent/carer. The medicine form must include: -

- The Child's name
- Authorisation from the parent/carer for staff at the setting to administer the medicine.
- The date of the authorisation
- The name of the medicine
- Date course of medicine commenced
- Prescribed dose and frequency
- Method of administering dose
- Time last dose was given and when next dose is required.
- Names and signatures of the member of staff administering the medication and the member of staff witnessing this administration.

The parent/carer must sign the authorisation. The staff must sign when they have administered the medicine and state the time given, this will also be signed by a witness in the setting. The parent/carer must sign to acknowledge that they are aware that the medicine has been given.

Please Note: Prescribed medicines must be in their original container and clearly labelled with the child's name, name of the medicine and the dosage. Staff **MUST** ensure they clearly label the medicine box with the child's name in bold. This must not replace the pharmacist's label. Furthermore, Calpol must be prescribed by a GP. Medicines containing aspirin will only be given if prescribed by a doctor.

Over the counter medicines that are prescribed by a parent, pharmacist, dentist or nurse may be administered when there is a health reason to do so (nappy cream, teething gel, etc) but only at the discretion of the setting manager. The medication must be in an original container that is sealed (brand new) and clearly labelled with the child's name and dosage required. A medicine form must be completed as is the case for prescribed medicines. The dosage that a parent offers should not exceed the recommended dosage that is printed on the medication information leaflet. (EYFS 2021/32: 3.45-3.47).

Please Note: Where medication is being given to children for the first time by staff, **either long or short term**, such as eye drops, skin cream, asthma pump, etc. it is a requirement that the parent/carer gives the child the first initial dose whilst at home in case of an adverse reaction to the medication.

All medication given, and dosage level will be witnessed by a second member of staff and this will be recorded and signed.

(EYFS 2021/38: 3.69-3.73).

Storage of Medicines

Medicines must be kept in a secure place away from children i.e. ~~in a locked box~~ In the Evac bag reserved for the purpose. Medicines that need to be kept in the fridge must be kept inside a labelled plastic container / or sandwich bag.

Staff are required to keep any personal medication they carry in a secure place which is inaccessible to the children, such as their personal lockers. **Under no circumstances should medication be taken into areas of the nursery where children are present.**

Staff using medication such as Asthma pumps etc and need the medication whilst on duty, should ensure they have their medication with them, this must be stored in the Evac bag alongside the children's medication.