**ADMINISTERING MEDICINES**

Whilst Busy Bees are unable to care for sick children who should be at home until they are well enough to return, we are able to administer medication as part of maintaining their health and well being or when they are recovering from an illness.

**Procedures**

* Children taking prescribed medication must be well enough to attend the setting;
* Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
* Children’s prescribed medicines are stored in their original containers, are clearly labelled and inaccessible to children;
* Parents must give prior written permission for the administration of medication. Busy Bees will ask the parent to sign a consent form which states:
1. The full name of the child and date of birth;
2. The name of the medication and strength;
3. Who prescribed it;
4. The dosage to be given in the setting;
5. How the medication should be stored and its expiry date;
6. Any possible side effects that may be expected;
7. The signature of the parent, their printed name and the date.
* The Pre-school Manager or Deputy will accurately record the time that the medication was given which will be witnessed by another member of the team;
* On collection of the child the parent/carer will be asked to sign to say that they are aware that medication has been administered and at what time.

**Storage of Medicines**

* All medication is stored safely in a locked cupboard or if refrigerated will be kept in a marked plastic box;
* The child’s key person is responsible for ensuring medicine is handed back at the end of the day to the parent/carer;
* For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when-required basis. Key persons check that any medication held in the setting is in date and return any out-of-date medicines back to the parent;
* No child may self-administer. Where children are capable of understanding when they need medication, for example asthma, they should be encouraged to tell their key person what they need. The team will know and respond when a child requires medication.

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

Busy Bees is willing to support a child with any medical needs but will undertake a risk assessment including the development of a Health Care Plan.

* The Setting Manager alongside the key person will carry out a risk assessment together with other medical or social care personnel if appropriate. Parents will also contribute to the risk assessment;
* For some medical conditions, key staff will need training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for the staff form part of the risk assessment;
* A health care plan will be drawn up with the parent which will outline the key person’s role and what information must be shared with other staff. The Plan will include measures to be taken in an emergency and will be reviewed on a six monthly basis, or earlier if required. Parents will receive a copy of the health care plan which will be signed by them and the staff members involved in its creation.

**Managing medicines on trips and outings**

* The key person or another staff member who is aware of the child’s needs/medication will accompany them on any outing;
* Medication will be taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication. Inside the box will be a copy of the consent form and a card to record when it has been given. The card will then be retained with other medical documents for the parent to sign;
* If a child on medication has to be taken to hospital, the child’s medication will be taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication together with a copy of the consent form signed by the parent;
* As a precaution, children will not be allowed to eat when travelling in a vehicle.

Busy Bees will advise their insurance company when they are required to administer life saving medication such as insulin/adrenalin injections or the use of nebulisers.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 6 February 2018.

Reviewed: 26 August 2019.

Signed on behalf of Busy Bees Pre-school Committee Sally Evans (Chair)