

## ADMINISTRATION OF MEDICINE POLICY

### **Statement**

Springfields Pre-school places the child's well-being at the very core of the ethos of the setting. Staff are first aid trained but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual member of staff. There will, however, always be staff willing to administer medicine on site, and for any clarification of this matter please check with the Manager.

We have a named co-ordinator in the Springfields Pre-school who is responsible for all matters regarding First Aid and medicines, Leanda Carter.

### **Aim**

It is our aim to safeguard and maintain the well-being of all children within the Springfields Pre-school and the staff who look after them. Springfields Pre-school works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

### **Method**

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine:

1. Springfields Pre-school requires written consent in advance from parents which clearly shows the date, dosage and expiry date. The label must have the name of the child on it. If the medicine has not been prescribed for the child, Springfields Pre-school will not administer it.
2. Springfields Pre-school requests that all medicines which are non-prescriptive, such as Calpol, are accompanied by a form which is signed by the parent. The form indicates when the child last had the medicine, and the dosage and frequency required. As the medicine is non-prescribed, parents will sign a disclaimer to say that they are happy for staff to administer the medicine without having first sought medical consultation.
3. The staff will administer non-prescribed medication for a maximum of 2 days, after which time they will no longer be able to continue giving the medication. At any time during the 2 days, if the staff deem that the child's health has deteriorated or they have concerns for his/her health, the parent will receive a telephone call to collect the child (or make arrangements for the child to be collected by another named person).
4. Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.
5. Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.
6. Staff will sign a consent form to say they are willing to administer medicine. The Springfields Pre-school Manager will make parents aware of any changes in information.
7. In an emergency situation, an ambulance will be called for and parents informed immediately.

### **Monitoring**

The Springfields Pre-school Manager will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may.

Signed on behalf of Springfields