



## Administering Medication Policy and Procedure

### Policy statement

To provide clear guidelines for staff and parents regarding the administration of medication. To do our utmost to accommodate any child who is taking prescribed medication.

### Procedures

A member of management will administer medication to the child. If this is not possible the child's key worker will be responsible for administering the medication. This will be decided when the parents request for medication to be administered. All staff will be aware that the child needs medication during the session. Medication that is administered at playgroup must be prescribed by a doctor.

The medication will not be administered unless the parents/guardian sign a consent form and all the relevant information has been recorded e.g. time, how and where and the dosage required. The person administering the medication will record the name of the child, time dose given; any reactions etc (see record of medication administered in pre-school).

### Access to Medication

- The manager or deputy will administer the medication.
- The medication will be administered away from other children with another adult present.
- The medication will be kept in fridge with the child's name on it or in cupboard which is not accessible to children e.g. High cupboard out of reach. If the child requires an epi-pen, it will be kept in their bag out of reach of other children and all staff will be informed of its location.
- Staff will only administer prescribed medication and not medication that has not been prescribed by a doctor.
- If equipment has to be used e.g. inhaler, epi-pen we will seek advice from the parent/doctor on using the equipment.
- Due to the ages of the children at play school they would not be allowed to administer the medication themselves.

### Disposal of Medication

- Any medication which is unused or empty will be returned to the parent on collection of their child.
- Any epi-pen, sharps etc will be contained in an appropriate container and returned to the parents to dispose of or the setting will contact the relevant persons to dispose of the content.
- If medication is to be stored at playgroup it will be stored in the medication box that is locked in the kitchen.

### Hygiene and Infection Control

- Each child will have their own spoon for medication and the person administering the medication will wash the spoon after use and replace it in the bag with the medicine.
- The person who administers the medication will wash their hands before and after administering the medication.
- Child wash their hands before eating, after going to the toilet, sneezing and after messy activities. They dry their hands on individual paper towels and then they are disposed of in the bin.
- Tissues are available for children to use and they are encouraged to dispose of them in the bin.

### Emergency Procedure

- The manager or deputy manager will contact the parents/guardian to advise that the child should be taken home.
- One member of staff will stay with the child making sure that the child is comfortable and monitor their condition.

- If we have no response from the parent/guardian, we will try to contact the emergency number provided on the registration form. If this is not successful and depending on the severity of the child's illness the emergency service will be called, otherwise we will stay with the child until someone collect them, monitoring them and keeping them comfortable at all time.

**Administering Medication**

- If a child refuses to take medication, we will contact the parent/guardian informing them of the situation. If the child continues to refuse medication of further occasions we will make arrangements with the parent for them to come to the playgroup and administer it themselves.
- We do have a consent form for self medication, but we do prefer an adult to administer the medication, considering the age of the child.

**Record Keeping**

- Records will be kept for 3 years.
- The member of staff that is administrating the medication will ensure that the information is recorded correctly.

Useful websites:

- [www.nhs.uk](http://www.nhs.uk)
- [www.hse.gov.uk](http://www.hse.gov.uk)
- [www.dh.gov.uk](http://www.dh.gov.uk)
- [www.everychildmatter.gov.uk](http://www.everychildmatter.gov.uk)
- [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

**Legal framework/Links to other policies**

Sick Child Policy  
Transport and Outings policy

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	