



## **Holy Trinity Preschool Administration of Medications Policy**

**Policy approved by Preschool Management Committee**

**Dated**

**Signed**

**Review Date**

## **Administration of Medications Policy**

### **Purpose of Policy**

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

### **Who is Responsible?**

It is the overall responsibility of the leader to ensure that there is written parental/carer permission to administer medication to children during the session.

It is the responsibility of the staff to ensure that the parents/carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent/carer when they are collecting their child.

There will be no medication stored at the preschool (with the exception of inhalers and skin creams which will be stored), all medication will be returned to parents each day.

### **How will the policy be implemented?**

- Staff members will not administer the first dose of medicine to the child.
- Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name / dosage must on the medication bottle.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form. A new entry should be completed where there is a change in circumstances.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a doctor's letter.
- The medicine administration form will detail the name of the child, date of birth, why child is receiving medication, practitioner who administered

the medication and another staff member will sign as a witness to the administration of the medication.

- Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.
- The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child
- Medicines to be stored in the locked first aid cabinet in a plastic lidded box, clearly named and dated.

### **Administering Medication**

The medication stored in the Preschool or administered by staff:

#### **In No circumstances**

- should the medication form be completed in pencil, it must be completed in pen.
- parents should be signing their names and not printing.
- parents signature must be clearly seen at the bottom of the medication form.
- it must be clearly stated **why** the child is on medication.
- medication must be stored accordingly in sealed containers in a locked First Aid Cabinet.
- no medication should be left in children's bags.

#### **Auditing Medication**

- Medication forms will be checked daily by the Preschool Leader who will sign forms and have them countersigned.
- All medication forms should be easily accessed by the Leader in the preschool room.
- Preschool Leader will audit all medications brought in and out of the Preschool, this will be countersigned by another staff member/parent. Medications **MUST** be returned home daily. The Preschool Leader and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:

- Epi-pens: Where a child requires an epi-pen for allergic reactions, the Adult must carry one with them at all times. Only members of staff who

are trained to administer this medication will be allowed to do so, whilst Holy Trinity Preschool aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Holy Trinity Preschool is kept up to date.

- **Asthma Medications:** The child should have an inhaler with them, which will be stored at Holy Trinity Preschool in the case of an emergency, each child's inhaler should be kept in our first Aid Cabinet, all details should be recorded on the medication record form. The form should also detail the date when the inhaler was given to the setting and returned home if applicable.