

Happy Days Pre School (Navenby)

Medications Policy

We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:

- Happy Days Pre School (Navenby) will only administer medication that has been prescribed for that individual child.
- Staff will ensure that a new medication form is completed by parent/carer for each session that the medication is expected to be administered.
- On the medication form parents will give signed permission for administration of medication including:
 - The name of the child,
 - The name of the parent,
 - Date,
 - Name of medication,
 - The dose and time that medication was last given,
 - The dose and times to be administered,
 - How the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the products instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Administration of Specialist Medication

We recognise that there may be times when children require specialist medication to be administered for, long term medical needs during their time in the setting.

In order that this is regulated we will ensure that:

Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life saving / emergency medications (such as adrenaline injections) and a health plan is established .

This will include:

- A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
- We will discuss with parents the medication that their child needs to take and support required,
- Instructions on how and when the drug/medicine is to be administered and what training is required.
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse.
- A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.

- Prior written consent from the parent/guardian for each and every medicine will be obtained before any medication will be administered.
- The medications consent form filled in appropriately, and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting.
- On the medication form parents will give signed permission for administration of medication including
 - the name of the child, the name of the parent, date, name of medication, ,the dose and time medication last given, the dose and times to be administered and how the medication is to be administered.
- The medication is clearly marked with the child’s name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the product instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage.
- Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

This policy has been adopted by Happy Days Pre School (Navenby

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: