

11. Medicines

- Children taking prescribed medication must be well enough to attend the setting.
- Usually only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted; and
 - signature, printed name of parent and date.
- Medicines will only be given to the named child.
- If parents do not bring medicine necessary for the health of a child, playgroup may ask for that medicine to be provided and if it is not, the child may be sent home if there are any concerns about the child's health.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;

- dose given and method; and is
- signed by key person/manager; and is verified by parent signature at the end of the day.

Storage of medicines

- All medication is stored safely out of the reach of children but easily accessible when needed, in the metal box on the low wall near the kitchen. Where the box or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box or bag.
- The child's key person or appropriate member of staff, is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as-and-when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

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

- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- The usual process for managing medicines should be followed when on an outing.
- Medication for a child is taken in a sealed plastic box or bag clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.

Legal framework

- Medicines Act (1968)

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

This policy was adopted at a meeting of	Melbourn Playgroup and Out of School Club CIO Management Committee
Held on	07/11/18
Date to be reviewed	2019-20 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber and Janet Cottenden
Role of signatory (e.g. chair/owner)	Co-Chairs