

## Medication Policy

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for the child's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had this medication before, especially children at 2 years of age, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

### Procedures

- Stanmore Montessori will not administer any non-prescription medication.
- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered to the person named on the bottle for the dosage stated. 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, or those with parental responsibility, 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.
- Signature, printed name of parent and date.

The administration is recorded accurately each time it is given and is signed by staff. **It is important to note that staff working with children are not legally obliged to administer medication.** 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
- Signed by key person/manager and is verified by parent signature at the end of the day.
- We will accept written permission once for a whole course of medication, or for the ongoing use of a particular medication under the following circumstances
  - The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
  - The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
  - Parents must notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The setting will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional, such as a letter from a doctor or dentist.
- The parent must be asked when the child has last been given the medication before coming to the setting; and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian, must be given precise details of the times and dosage given throughout the day. **The parent's signature must be obtained at all times.**
- If the child refuses to take the appropriate medication then a note will be made on the record book.

## **Storage of medicines**

- All medication for children must have the child's name clearly written on the original container and stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box. This is out of reach of all children.
- If labels are not legible or have been tampered with they will not be given.

- All prescription medications should have the pharmacist's details and notes attached to show dosage and date the prescription was issued. This will be checked, along with the expiry dates before staff can administer any medication.
- The child's key person 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 e.g. Epipen. 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.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

## **Staff medication**

All staff at Stanmore Montessori have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice. The manager will then decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's own locked container, but with easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

## **Legal framework**

- Medicines Act (1968)
- Supporting pupils at school with medical conditions 2015

