

Thanet Early Years Project

Medicine Policy

Managing Medicines and Medical Procedures

All children have a right of admission to our settings and have the right to continue to attend as long as they are well enough to engage in the normal activities. This includes children with short, long term or specific medical conditions which require medication or treatment. Due consideration will be given to how medical needs can be best accommodated, not just to provide for children's individual requirements, but also to ensure that all regulatory and health and safety aspects for both the child and staff are met.

Long Term Medical Conditions

For children with long term medical conditions requiring ongoing medication, medical treatment or a special diet such as food allergies, epilepsy, asthma, diabetes, a care plan will be drawn up with the parent/carers and health professionals where appropriate. The care plan should include:-

- The name of the child
- Details of the condition
- Special requirements e.g. dietary needs
- Medication needs and any possible side effects of medication
- What constitutes an emergency
- What to do in an emergency and who to contact
- The role of staff members.

The care plan must be agreed and signed by the parent/carer. Where necessary, staff will be given special training in the administration of medicines or medical treatment e.g. when these of an adrenaline-pen may be required or other non oral medication. Training must be given by a health professional and confirmation must be provided for the setting by the health professional, that the person or persons trained are competent to perform the procedure.

Care plans and medical records will be kept secure in accordance with the Data Protection Act 1998. However they must be known to and readily accessible to all staff caring for the child.

Short Term Conditions

Sometimes children may be well enough to attend the setting but may still require some form of medication for a short period e.g. antibiotics. In this case, a medicine form will need to be completed by the parent/carer. The medicine form should include:-

- The Child's name
- Authorisation from the parent/caret for staff at the setting to administer the medicine.
- The date of the authorisation
- The name of the medicine
- Date course of medicine commenced
- Prescribed dose and frequency
- Method of administering dose
- Time last dose was given and when next dose is required.

The parent/carer must sign the authorisation. The staff must sign when they have administered the medicine and state the time given. The parent/carer must sign to acknowledge that they are aware that the medicine has been given.

Prescribed medicines must be in their original container and clearly labelled with the child's name, of the medicine and dosage.

Non prescribed medicines may be administered when there is a health reason to do so at the discretion of the setting manager. These must be in original container and clearly labelled with the child's name and dosage required and a medicine form must be completed as for prescribed medicines.

Some form of reminder such as a timer might be useful to remind staff members when a medicine needs to be administered.

Storage of Medicines

Medicines must be kept in a secure place away from children i.e. in a locked box reserved for the purpose. Medicines that need to be kept in the fridge must be kept in a labelled plastic container.

Staff are required to keep any personal medication they carry in a secure place which is inaccessible to the children.

In out of school settings children may carry asthma inhalers in their personal belongings. Care must be taken that staff in these settings are aware of this and take precautions that these inhalers are kept away from other children.