

**Managing Medicines Policy**

**WATERTON PRE-SCHOOLS**

**Managing Medicines Policy**

Staff should only store, supervise or administer medicines which have been prescribed for a specific child.

Accepting Medication

When a parent/carer brings in medication for their child, a staff member must check to ensure that the medication has the child’s name on the container. It should be in the original container. The following details are then checked as appropriate and recorded:

1. Name of the child.
2. Name of the doctor.
3. The name of the medication.
4. The date the medicine was dispensed.
5. Dosage required.
6. Details of the medical condition for which the medication is required.
7. Times administration required.
8. Circumstances in which medication is required.
9. Date and time of last medication administered.

This record must then be signed by the parent/carer and the Deputy Manager informed. This is the “**Medicine Administration Record**” or MAR. (*Appendix 1*)

Any medication brought in daily must also be recorded and signed in on a “**Short Term Medication Recording Sheet**” (*Appendix 2*). When a parent or carer takes the medication home it must also be signed out on the same medication sheet by the parent/carer.

There is a “**Long Term Medication Recording Sheet**” (*Appendix 3*) for items left long term.

These provide a record of medications on the premises.

The Deputy Manager then adds the information to the “**Children’s Daily Medication Record**” (*Appendix 4*) Which is on the staff notice board in the setting.

Storage

Medication will be stored in the green medical basket in the First Aid Cupboard in the kitchen. If medicines need refrigeration, they will be clearly labelled and kept upright in the fridge in the office.

Procedure for administering medication

1. The details on the medication must be checked against the Medication Administration Record (M.A.R.) and must be witnessed before administering the medication to the child.
2. It is the Deputy Manager’s responsibility to administer the medication with the child’s keyworker or, in their absence, a senior member of staff to witness this.
3. Once administered the details are completed on the M.A.R. and signed by both members of the staff administering and witnessing it.
4. When the child leaves the setting for the day the parent or carer is informed of the medication administered and asked to sign the M.A.R.
5. If the medication is taken home then the parent or carer also signs it out on the Short Term Medication Recording Sheet.
6. If the medication is brought back the next day then the time of the last dosage needs to be added to the MAR and signed by the parent/carer.

Refusing medication

If a child refuses to take medicines which have been prescribed for them, staff should not force them to do so. A note of the child’s refusal must be entered onto the MAR sheet.

Parents should be informed of the child’s refusal on the day of refusal. If a refusal to take medicines is detrimental to the child’s health or results in an emergency, then the emergency procedure for a child or adult seriously ill should be followed.

Administering the wrong medication.

In the case of the wrong medication being administered, the following procedure will be followed:

1. Inform the Manager.
2. A First Aider must check and sit with the child, observing any changes in the child’s condition.
3. Contact the parent or carer as soon as possible and explain what has happened.
4. Inform the child’s GP immediately, if they are unavailable, contact the NHS Direct on 111 and follow their instructions and guidance.
5. Record in detail what has happened. The Manager acknowledge the report and sign it.
6. All emergency incidents should be reported to OFSTED.

Disposal of Medicines

It is the responsibility of parents or carers to remove any medication held within Pre-school.

This must be done before the medication expires and replaced if necessary.

Parents or carers are responsible for the safe disposal of all medicines.

Staff Training

All our staff hold relevant paediatric first aid qualifications in line with the statutory requirements of the EYFS.

When a child presents with a specific medical condition, training is provided by the school nurse service to the key practitioners involved in caring for the individual child.

**Last Review Date: January 2023**

**Next Review: January 2025**

**Appendices**

Appendix 1

**Medication Administration Record**

Name of child …………………………………………………………………………………………………………….…………………………………

Name of doctor ………………………………………………………………………………………………………………………………………….…

Name of medication ……………………………………………………………………………………….…………………………………….………

Dosage …………………………………………………………………………………………………………………….……….……………………….….

Details of the medical conditions ………………………………………………………………………………………………………………….

Time at which medication is to be administered ……………………………………………………….………………………………….

Circumstances in which medication is to be administered ……………………………………………………………….……………

**I confirm that the medication, dosage and timings indicated above are correct and authorise the pre-school to administer them**

Parent’s signature …………………………………………………………

Date ………………………………………………………………………………

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date and time of last dose  **(completed by parent)** | Quantity Administered | Time Administered | Signature of staff administering dosage | Witnessing member of staff | Comment | Parent’s signature | Date |
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Appendix 2

**Short Term Medication Recording Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of child** | **Medication** | **Sign/Date In** | | **Sign/Date Out** | |
|  |  |  |  |  |  |

Appendix 3

**Long Term Medication Recording Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of child** | **Medication** | **Sign/Date In** | | **Sign/Date Out** | |
|  |  |  |  |  |  |

Appendix 4

**Children’s Medication Daily Record**

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| --- | --- | --- |
| **Child’s Name** | **Medication** | **Date and Time to be Administered** |
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