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POLICY ON MANAGING MEDICINES

At Bushey Ganim we meet the needs of and include all children.

Parent Responsibilities

"Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition." (P.13 managing medicines in Schools and Early Years Settings, DFES 2005)

At Bushey Ganim we rely on parents to keep us informed about any medical condition or treatment that their child receives, there is a specific medical form that every parent/ carer will need to fill out before their child begins. If medication needs to be administered a parental consent form must be signed.

Confidentiality

We respect the child's right for confidentiality and information will be shared with relevant staff members after discussion with parents, about who needs to be informed.

Administration of medication

Children on antibiotics should be kept at home for the first 48 hours of taking the medicine. If they are well enough to return, we cannot administer antibiotic and parents should ensure doses are given before or after Nursery.

Medication will only be administered if it is essential (i.e. 'that it would be detrimental to the child's health if the medicine were not administered during the setting day.' P.13 Managing medicines in Schools and Early Years Settings, DFES 2005) wherever possible, dosages of medicine should be worked out so that they can be taken outside of the pre-school sessions.

We only administer medicine that has been prescribed for a named child.

All medicine should be:

- In its original container as dispensed by a pharmacist and include the prescribed instructions for administration
- Brought to the setting by parents/ carers daily, and collected at the end of the session. Or a supply of medication provided specifically for use at the Ganim.
- Provided in small quantities
- **Medicine not in its original packaging cannot be administered**
- **Non prescription medicine cannot be administered**
- **No medicines can be administered without prior written consent from the child's parents.**

Before administering medicine to the child, a member of staff will check

- ✓ The child's name
- ✓ Prescribed dose
- ✓ Expiry date
- ✓ Written instructions provided by the prescriber on the label/ container

Records will be kept of all medication administered and signed by parents.

Refusal

If a child refuses to take their medication, staff will not compel them to do so. They will record the refusal on the form, and inform the parents as soon as possible and at the end of the session at the latest.

Medicine Storage

All medicines will be stored in the staff fridge if they need refrigeration, or in an airtight box labelled medicines. Emergency medicine that needs to be on hand e.g. inhalers, epi-pens will be placed in a box. All medicines will be out of reach of children but readily available.