

WRENTHORPE PRE SCHOOL, EARLY BIRDS AND NIGHT OWLS

Procedure for Handling, Storing and Administering Medication

Staff should only store, supervise or administer medicines which have been prescribed or brought for a specific child. It is up to the discretion of the manager or deputy whether medicine not prescribed by a doctor (e.g. paracetamol syrup, cough mixture) is accepted to give to the child. This will only be done for health reasons. The decision will be taken depending on how well the child is, how long they are staying etc.

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.
6. Details of the medical condition for which the medication is required.
7. Times administration required.
8. Circumstances in which medication is required.

This record must then be signed by the parent/carer and the Deputy Manager informed. This is the Medicine Administration Record or MAR.

Any medication brought in must also be recorded and signed in on a "Medication Sheet" (on the clip board). When a parent or carer takes the medication home it must also be signed out on the medication sheet by the parent/carer.

There is a long term medication sheet for items left long term and a short term one for items which are taken and returned on a daily basis. This provides a record of medications on the premises.

Asthma Inhalers

In the case of a parent bringing in and taking home a child's asthma inhaler on a daily basis, once the initial M.A.R. has been filled in, the staff member accepting the inhaler will sign the form to acknowledge receipt of the inhaler. If there is any change, e.g. new inhaler dispensed, then an update to the M.A.R. will be done.

Storage

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

Procedure for administering medication

1. It is the responsibility of the child's keyworker or, in their absence, the Deputy Manager to administer medication at the appropriate time.
2. Medication must be checked against the M.A.R. for correct name and dosage, and must be witnessed by another member of staff before administering the medication to the child.
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 a child is staying for the Night Owls session then a Deputy Manager from Pre-school must inform the Night Owls' Manager that medication is required for a child in the session and the reminder medication sheet must be put in the Night Owls' register.
6. If the medication is taken home then the parent or carer also signs it out on the medication sheet.

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 or Deputy Manager if Manager absent.
2. A First Aider must check and sit with the child, observing any changes in the child's condition
3. Inform the child's GP immediately, if they are unavailable contact the NHS Direct on 111 and follow their instructions and guidance.
4. Contact the parent or carer as soon as possible and explain what has happened.
5. Complete the incident book and record in detail what has happened. Another member of staff must witness 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, Early Birds and Night Owls this must be done at the end of each term, unless the child is attending Holiday Club.

Parents or carers are responsible for the safe disposal of all medicines which are no longer required or where the expiry date has been reached. The medicines should be taken to a local pharmacy for their safe disposal.