



### Managing Medicines Policy and Procedures

At Putnoe Woods Preschool we promote the good health of children attending preschool and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

*3.45. Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).*

*3.46. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.*

#### *The Statutory Framework for the Early Years Foundation Stage 2017*

We follow strict guidelines when dealing with medication of any kind in the preschool and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist  
(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, 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:



1. 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
  2. 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
  3. 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 preschool 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 preschool; 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 both times
  - At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
  - If the child refuses to take the appropriate medication, then a note will be made on the form
  - Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

## **Non-Prescription Medication**

- The preschool will not administer any non-prescription medication containing aspirin
- The preschool will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the preschool feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse preschool care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at preschool, such medication will be treated as prescription medication with the preschool providing one specific type of medication should parents wish to use this - Calpol
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol, Calpol. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription



medication and a signed statement to say that this may be administered in an emergency if the preschool CANNOT contact the parent

- An emergency preschool supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the preschool will make every attempt to contact the child's parents. Where parents cannot be contacted then the preschool manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the preschool, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- Giving non-prescription medication will be a last resort and the preschool staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. Sudocream, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the preschool in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the preschool. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the preschool, together with the times and dosage given
- The preschool DOES NOT administer any medication unless prior written consent is given for each and every medicine.

## **NHS Guidelines for Parents**

*As a general rule, a temperature of 38C (100.4F) or above is classified as a fever in children.*

*But this can vary from child to child. Some children may be ill with a lower temperature, while others may have a higher temperature and be perfectly well.*

### **How to care for your feverish child**

*To help keep your child comfortable, you should:*

- *encourage them to drink plenty of fluids – offer regular breastfeeds if you're breastfeeding*



- *only offer them food if they seem to want it*
- *look out for signs of dehydration – these can include a dry mouth, no tears, sunken eyes and, in babies, fewer wet nappies*
- *check on your child from time to time during the night*
- *keep them away from childcare, nursery or school – let the carer, nursery or school know your child is unwell*
- *there's no need to undress your child or sponge them down with tepid water – research shows neither actually helps reduce fever*
- *avoid bundling them up in too many clothes or bedclothes*

*Always get medical advice if:*

- *your baby is under 3 months old and they have a temperature of 38C (101F) or higher*
- *your baby is 3 to 6 months old and has a temperature of 39C (102F) or higher*
- *you think your child may be dehydrated*
- *your child develops a red rash that doesn't fade when a glass is rolled over it*
- *your child has a fit (convulsion)*
- *they're crying constantly and you can't console or distract them, or the cry doesn't sound like their normal cry*
- *has a high-pitched or unusual sound when crying*
- *the fever lasts for more than 5 days*
- *your child's health is getting worse*
- *you have any concerns about looking after your child at home*

## **Procedure for Administering Calpol**

- **Take child's temperature**
- **If above 38 C, follow NHS guidelines to reduce temperature**
- **Check temperature again after attempt to reduce temperature**
- **If temperature is still high CONTACT parents re permission to administer Calpol**
- **Inform parents of temperature and ASK for permission to administer Calpol and if agreed, permitted dosage**
- **Inform and ask a member of management to administer Calpol**
- **Record details on medication record**



**PERMISSION MUST BE SOUGHT, HOWEVER IF NO CONTACT IS MADE IT IS MANAGEMENT DISCRETION TO ADMINISTER CALPOL**

**Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The preschool will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

**Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

**This policy is in compliance with GDPR (General Data Protection Regulations)  
May 2108**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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# Putnoe Woods Preschool



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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	
September 2017	Jo Skelton Mandi Cowley	
May 2018	Jo Skelton	GDPR statement added

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
December 2018			
November 2019	Nikki Adams	New email address	

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