



04 Health procedures

04.2 Administration of medicine

Key persons are responsible for administering medication to their key children; ensuring consent forms are completed, medicines stored correctly and records kept.

Only prescribed medication can be administered by staff. If over the counter medication is required a letter from the pharmacy confirming the required details (see below) must be provided with the medication.

Administering medicines during the child's session will only be done if absolutely necessary.

If a child has not been given a prescription medicine before it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The setting managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- When bringing in medicine, the parent informs their key person/back up member of staff if the key person is not available. The setting manager should also be informed.

At drop off when a member of staff receives a child's medication they must have the parent complete all sections of the medication form. Member of staff confirms the details with the parent to ensure all information is understood.

Medication is stored out of reach of the children or in the fridge if necessary. Member of staff then informs all staff members and paperwork is completed each time medication is administered to the child.

When the child is collected the medication form is checked and signed by the parent.

Completed medication forms are kept within the child's registration file.

Staff are advised on administering medication procedures as part of their induction

- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.



- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication ask the parent to sign a consent form stating the following information. No medication is given without these details:
 - full name of child and date of birth
 - name of medication and strength
 - who prescribed it
 - dosage to be given
 - how the medication should be stored and expiry date
 - a note of any possible side effects that may be expected
 - signature and printed name of parent and date

Storage of medicines

All medicines are stored safely. Refrigerated medication is stored in preschool's kitchen fridge.

Medication is stored out of reach of children, or in the kitchen fridge if necessary.

Our medication box is kept on the top shelf within the children's bathroom, along with the medication book

- The key person, or member of staff who was in receipt of the medication at drop off - if the child's key worker is not in - is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication for an individual child may be kept at the setting. 04.02a Healthcare plan form must be completed. Key persons check that it is in date and return any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

Record of administering medicines

A record of medicines administered is noted on the medication form, which is then stored within the child's registration file at the end of each session. Details recorded include:

- name of child
- the date and time of dose



- dose given
- signed by key person/setting manager
- signed by staff witness, to verify that they have witnessed medication being given correctly according to the procedures here.
- verified by parent signature at the end of the day

In addition there is a Medication Record Book, which provides an overview of all medication administered at the setting. This is stored within the Medication box and is for staff use only.

No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.

- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Children with long term medical conditions requiring ongoing medication

- Risk assessment is carried out for children that require ongoing medication. This is the responsibility of the setting manager and key person. Other medical or social care personnel may be involved in the risk assessment.
- Parents contribute to risk assessment. They are shown around the setting, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.
- 04.02a Health care plan form is completed fully with the parent; outlining the key person's role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.



Managing medicines on trips and outings

- Children are accompanied by their key person, or other staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and a book to record administration, with details as above.
- The record of medicine administration is then added to the medication form for parent to sign
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

Staff taking medication

Staff taking medication must inform their manager. The medication must be stored securely within the kitchen and out of reach from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

Further guidance

[Medication Administration Record](#) (Early Years Alliance 2019)