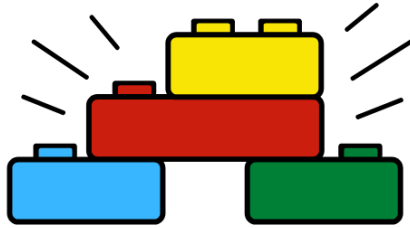


BRIGHT **BLOCKS** PRESCHOOL



ADMINISTRATION OF MEDICATION POLICY

At Bright Blocks Preschool, we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Our staff, volunteers, church community, parents and carers and anyone involved in our preschool community have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare of and safeguard all the children entrusted to our care.

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: February, 2022

Date of last update: November, 2023

Date agreed and ratified by Bright Blocks Preschool Directors: November, 2023

Date of next full review: November, 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

	Name	Contact information
Designated Safeguarding Lead (DSL)	Elaine Nwokolo	07593 019 237 brightblockspreschool@gmail.com
Deputy Designated Safeguarding Lead	Hamilton Nwokolo	07957 742 448 brightblockspreschool@gmail.com
Manager	Elaine Nwokolo	07593 019 237 brightblockspreschool@gmail.com
Parish Safeguarding Officer	Sally Shaw	0789 984 351

Aim

It is our aim to safeguard and maintain the well-being of all children within the setting and the staff who look after them. Bright Blocks Preschool works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

Method

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine OR creams:

Bright Blocks Preschool requires written consent via a medication form in advance from parents which clearly shows:

- CHILD'S FULL NAME AND ADDRESS
- CHILD'S D.O.B.
- DATE OF PRESCRIPTION AND EXPIRY DATE
- DURATION OF MEDICINE
- DOSAGE & STORAGE

If medication has NOT been prescribed for the child by a GP or medical professional or has expired its date, this includes Calpol, Nurofen or antihistamines. Bright Blocks Preschool will not administer it.

The medication must be in its original container, in date and must be accurate for the ailment (i.e., Eye drops prescribed for an ear infection or for a sibling or relative not the child named).

In extreme circumstances the manager may make the decision to administer emergency Calpol to children if a child's temperature reaches or exceeds 40c in the agreement that the parents are on their way to collect the child. This will only be carried out if the manager has sought permission from the parent and a medical professional (111/999).

A manager must record every occasion of administering the medication confirming the time & dosage of administration and which member of staff did so. The staff member will then sign the form.

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. If a child has been hospitalised due to an illness, we will contact the child's health visitor for a multi-agency meeting together with the parents and draw up a health care plan. If a child has an asthma pump

but not been hospitalised, Elaine Nwokolo will draw up a health care plan and train all staff to the child's individual needs.

Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.

The Preschool Manager will make parents aware of any changes in information.

Only staff with Paediatric first aid training will be permitted to administer medicine.

In an emergency, an ambulance will be called for and parents informed immediately.

Monitoring

The preschool manager will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may need.

Storage

All medication will be stored in a small fridge located in the preschool kitchen. Medication that does not need to be refrigerated will be kept in a locked cupboard located in the kitchen. All medication will be individually bagged and labelled with names, D.O.B, name of medication and prescription dates.

Once the prescription /course has finished any containers or remaining medication will be returned to the parent/ named guardian to dispose of and signed for.

Staff Medication

Staff medication on the premises must be securely stored in the medicine cupboard located in the manager's cupboard, if the medication needs to have refrigerated them it must be stored in the fridge in the kitchen in a lidded and labelled box or bag. Staff must inform their manager if they are bringing any medicine on to the premises and ensure that it doesn't impair their ability work. Providers must ensure that those practitioners taking medication, medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.