



Safeguarding and Welfare Requirement: Health

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.

HOLY REDEEMER PRE-SCHOOL PLAYGROUP

6.1 Administering medicines

Policy statement

It is not our policy to care for sick children, who should be at home until they are well enough to return to the setting (see 6.2).

Procedures

Storage of medicines

- All medication is stored safely in a locked box or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked (named) plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Where necessary, medication is stored in a locked box. The Manager will notify the child's key worker and all other staff of the child's medical needs and inform them as to where medication is stored.

Children who have long term medical conditions and who may require ongoing medication will be assessed on a case by case scenario

- We carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of our manager alongside the

key person. Other medical or social care personnel may need to be involved in the risk assessment.

- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other adults who care for the child.
- The individual health plan should include the measures to be taken in an emergency.
- We review the individual health plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- If children are going on outings, the member of staff for the child will be fully informed about the child's needs and/or medication, and accompany the children with a risk assessment.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Staff will have access to Family whilst on the trip and can send notification of any medication administered for parent notification. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure should be read alongside the outings procedure.

Legal framework

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- The Human Medicines Regulations (2012)

This policy was adopted by	<u>The Holy Redeemer Pre-School</u>
Updated:	<u>April 2025</u> (date)
Date to be reviewed	<u>April 2028</u> (date)
Signed by provider:	<u>Laura Heath, Manager</u>
	<u>Shelley Masher, Manager</u>
Approved on behalf of the provider	<u></u>
Name of signatory	<u>Rev Melanie Jemmett</u>
Role of signatory (e.g. chair, director or owner)	<u>Chair of Trustees</u> <u>The PCC of The Holy Redeemer Lamorbey</u>

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