

Waltham Forest Early Years Guidance

Medication Policy Prompt Guidance

**Early Years, Childcare & Business Development
Service**

London Borough of Waltham Forest (LBWF) Early Years, Childcare & Business Development Service have written this document to help you write a health and safety policy for your setting. This document is for reference only and you must adapt it to reflect the service your settings offers. To download guidance on other policies and procedures go to

<https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

Statutory Framework for the EYFS 2017 (3.44)

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

Please always review the latest DFE Guidance to assist you in completing your policy and procedures – Currently:

Health protection in schools and other childcare facilities.

A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings can be found here

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Whenever we say parents in this document, we mean parents and carers and whenever we say child, we mean children and young people aged 0 to 19years old (up to 25years old for young people with special educational needs and disability (SEND)).

All providers must:

- Have and implement a policy, and procedures, for administering medicines. It must include systems of 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.
- Medicines must not usually be administered unless they are in date and 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)
- 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.

- Facilities should be available to enable staff to wash their hands before and after administering medication and to clean any equipment used after use
- Keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers the same day, or as soon as reasonably practicable
- Ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children at all times
- Keep a record of written parental permission to seek emergency medical advice or treatment for their child

Controlled Drugs

- Some children may require medication to assist with long-term or complex medical needs. Controlled drugs likely to be prescribed which may need to be administered in school are for example, methylphenidate or dexamphetamine for ADHD or morphine/fentanyl for pain relief.
- Any controlled drugs needed for children will be stored in a locked non-portable container and only administered by trained staff.

Providers on the Childcare Register are required to:

Keep a register of any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent.

Aim

Does your setting promote the good health of children and staff? Do you take positive steps to prevent the spread of infection and appropriate measures when they are ill? Do you make sure that children with medical needs receive proper care and support whilst in the setting?

Points to consider:

- Are Policies and Procedures implemented, and kept up to date for administering medicines? (both prescription and non-prescription).
- Have parents been asked for their permission for you to seek any emergency medical advice or treatment for their child?
- Is Relevant Training provided for staff where the administration of medicine requires medical or technical knowledge?
- Is there a process in place to ensure that written records are completed when medicines are administered to a child, as well as pathway for informing the child's parents and/or carers on the same day, or as soon as reasonably practicable
- Do you have a clear statement on the roles and responsibilities of staff who manage the administration of medicines? Is this included in their contract of employment?
- How do members of staff know where to access consent forms and details of administered medication?

- Do you have a clear statement on parental responsibilities in respect of their child's medical needs? Parents should provide full information about their child's medical needs, including details on medicines their child needs. How do you do this?
- How do members of staff check and record when, how much and why a child has had medicine before attending the setting?
- How do you meet the mandatory requirements for prior written agreement from parents for any medicines to be given to a child?
- What is your procedure for managing prescription medicines that need to be taken during the session/day?

Medicines should only be taken to (school or) settings when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the (school or) setting day'. **Supporting Pupils at School with Medical Conditions 2014**

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Confidentiality

Medical information about a child will be treated as confidential and only shared after agreement with the child or their parents

- How do you make sure you record the following when administering medication?
 - Prior written permission from parents
 - Name of the child
 - Date of birth of the child
 - The date
 - The name of the medicine
 - The expiry date of the medicine
 - The time and frequency of administration
 - Member of staff's signature
 - The dosage
 - Parental acknowledgement
- It is good practice to have the dosage and administration of medication witnessed by a second adult. How would you do this? How would you record it?
- How do you comply with any insurance requirements regarding the administration of medicines?
- What are your procedures for managing prescription medicines on trips and outings?
- Consider your procedure regarding a child that refuses to take their medication. Staff should not force a child to take medication but record the information and follow agreed procedures. What will these be?
- What are your procedures for dealing with a child that becomes ill whilst at your setting?

Consider:

 - How you tell parents
 - How staff make the child comfortable while they are waiting to be collected

- What is your setting's strategy on assisting children with long-term or complex medical needs?
- Consider a health care plan written with parents and relevant health professionals to include: details of a child's condition, special requirements, for example dietary needs, pre-activity precautions and any side effects of the medicines.
- What constitutes an emergency? What action will you take in an emergency? What will you not do in an emergency? Who will you contact in an emergency? What role will staff play?
- Do you have a statement regarding children carrying and taking their medicines themselves? This could include asthma inhalers

There must be at least one member of staff with a current Paediatric First Aid (PFA) certificate on your premises or on outings. PFA training should be accredited by approved first aid training organisations and should include first aid for infants and young children, which is consistent with any guidance issued to local authorities by the Secretary of State.

You must take into account your procedure if this trained member of staff is off sick (especially under extreme circumstances such as the Covid pandemic). Consider having all staff trained.

- How will you make sure the needs of all children with more complex medical conditions are met?
- What plans do you have to train staff to deal with children's medical needs? Does this include access to training from qualified health professionals and is it specific to the individual child concerned? Think about additional training.

Non-prescribed medication

You should consider what your policy is regarding non-prescribed medication. How do you make sure the best interests of all children in your care are met regarding infection control?

Staff must not usually give non-prescribed medicine to a child unless there is specific prior written permission from the parent. Providers must only give this medication when requested to do so by a parent and where there is an accepted health risk to do so. This medication should not be given routinely, and blanket consent should not be given by a parent to cover all non-prescription medication.

Children under 16 should never be given medicines containing aspirin unless a doctor has prescribed that medicine for that particular child. You should make this clear to parents and have consideration for this when putting in place your medication policy.

- Are there any circumstances in which children may be given any non-prescription medicines, and what are they?
- Where a non-prescribed medicine is administered to a child, the parent should be asked to sign the written record which you must complete, to confirm that they have been told that the agreed medication has been administered

- Care is needed in the administration of any medication. When administering medication to children consider the following:
 - Finding out when, how much and why a child has had medication before attending your setting
 - Having a record of parental consent - Parents sign the record book to acknowledge the administration of a medicine.
 - recording the name of the person who administered the medicine and the circumstances
 - Recording details of any dosage given, when it was given and the amount of the dose
 - Contacting the parent by telephone before administering any medicine
 - Making sure that the expiry date for the medicine has not elapsed

Self-held medication

- How do you store medicines safely?
- Do you make sure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration?
- Medicines should only be accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. What would you do if this were not the case?
- How do you make sure that all emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to staff or the children that use them?
- Other non-emergency medicines should be kept in a secure place not accessible to children
- Medicines should be stored in their original containers, clearly labelled and inaccessible to children
- Consider that some medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines
- Consider how you will dispose of unused medication?
'Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term'.
- Do you make sure that all staff medication is stored out of reach of children?
- How do you make sure that all members of staff are aware of the setting's emergency procedures?

Prior parental consent for emergency treatment

- In the case of a serious accident or illness occurring, you should contact the parent immediately and take appropriate action. In the unlikely event of the parent not being available, who will assume charge? Remember, it may be necessary to take the child to hospital along with all relevant details, including prior parental consent for emergency treatment
- As part of general risk management processes, you should have arrangements in place for dealing with emergency situations. Where is this displayed?

- Other children should know what to do in event of an emergency, such as telling a member of staff. All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in this document (Sample 1: Contacting emergency services poster). It is advisable to have something similar displayed by the telephones and around your setting.
- All staff should also know who is responsible for carrying out emergency procedures in the event of an emergency. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available
- Staff should never take children to hospital in their own car, it is safer to call an ambulance. The Early Years Foundation Stage requires early years settings to make sure that contingency arrangements are in place to cover such emergencies. What are these?
- Individual health care plans should include instructions on how to manage a child in an emergency

Sample 1: Contacting emergency services poster

Request for an ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: (insert your number)
2. Give your location as follows: (insert setting address)
3. State that the postcode is: (insert postcode)
4. Give exact location in the setting: (insert brief description)
5. Give your name
6. Give the name of the child and a brief description of the child's symptoms
7. Inform ambulance control of the best entrance and state that the crew will be met

Speak clearly and slowly and be ready to repeat information if asked.

Think about where you display this information.

Useful resources and websites

- www.ofsted.gov.uk
- Supporting Pupils at School with Medical Conditions Sept 2014
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Including Me- Managing Complex Health Needs in Schools and Early Years Settings Jeanne Carlin ISBN: 1 904787 606. Tel: 020 7843 1900
- Mencap www.mencap.org.uk Tel: 020 7454 0454
- Health and Safety Executive (HSE) www.hse.gov.uk Tel: 08701 545500
- Department of Health (DOH) www.dh.gov.uk Tel: 020 7873 0011