



# Regent House Preschool

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## Management of Medicines Policy

The purpose of this policy is to ensure that any medicines administered within Preschool are done so in a safe and monitored environment. Children with medical needs have the same rights of admission to a Preschool or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines, we would ask that children are not sent to school when they are clearly unwell or infectious.

### Parental Responsibility

- Parents/Carers have the prime responsibility for their child's health and should provide the Preschool with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has a long-term medical need then an Individual Education Plan will be drawn up with the Parents/Carers and health professionals.

An Individual Care Plan for the child will be created in partnership with his/her Parents/Carers to support the staff with providing the best possible care and support to meet his/her individual needs.

### Prescribed Drugs

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. The Preschool can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines will be stored in a locked cabinet during the day or a locked fridge where necessary.
- A record will be made of when the medicine was dispensed.
- Parent/Carer should make arrangements to collect the medicine from the Preschool at the end of the day unless alternative arrangements are made with the Preschool staff.
- Medicines will not be handed to a child to bring home.

## **Controlled Drugs**

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children e.g. methylphenidate.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

Preschool should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes.

- A controlled drug, as with all medicines, should be returned to the Parent/Carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).
- Misuse of a controlled drug, such as passing it to another child for use, is an offence.

## **Non-Prescribed drugs**

- We will not administer non-prescribed drugs (e.g. Calpol).

## **Refusal of Medicine**

If a child refuses to take medicine, we will not force them to do so but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency, then our emergency procedures will be followed.

## **Educational Visits**

- In line with the Preschool's SEN Policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child's GP.

## **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extracurricular sport.

There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual Health Care Plan. The Preschool is aware of issues of privacy and dignity for all children with particular needs.

- Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to his/her medicines such as asthma inhalers.

### **Known Medical Conditions**

- A list of all children within a class with any known medical condition will be displayed discreetly (e.g. behind a door) to ensure all staff are aware of vital information and actions to be taken.
- When bank staff are asked to cover a classroom, it will be the responsibility of the member of staff providing induction to cover this policy.

### **Training**

- Any staff required to administer prescribed medicines will receive training to do so.
- All staff will receive annual refresher training by the RHS Matron on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

14/05/23

Approved by BOG:

21/09/23

## Parental Agreement for RHS Preschool Staff to Administer Medicine

The Preschool staff will not give your child medicine unless you complete and sign this form.

*(To be filed in the child's folder after completion of course of medicine)*

### Preschool Administering Medicine Form

Name of Child	
Date of Birth	
Medical Condition / Illness:	
Medicine Name	
<b>Time</b> to be administered	
<b>Dose</b> to be administered	
Signed (Parent / Carer)	
Date	

### FOR PRESCHOOL STAFF USE

Medicine and instructions received: YES / NO
Original container & directions received: YES / NO
Staff Signature:
Date:

