

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

# Administering Medicines & First Aid Policy

*Including Children with High Temperatures*

## Policy Statement

Employees are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one employee with current first aid training is on the premises or present at an outing at any one time. The first aid qualification includes: **First aid training for infants and young children.**

There are many different reasons for a child to have a high temperature: Viral and Bacterial infections are the most common cause of high temperatures.

While it is not W.I.S.P.S policy to care for children who are ill, who should be at home until they are well enough to return to the setting, W.I.S.P.S do agree to administer medication, as prescribed by the child's GP, as part of maintaining their health and well-being or when they are recovering from an illness.

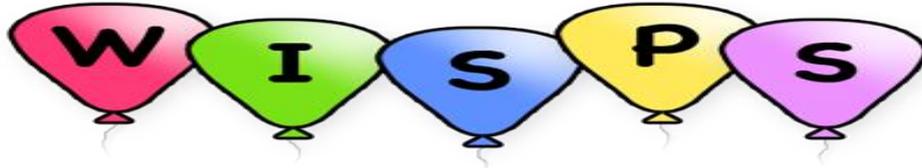
In many cases, it is possible for children's GP's to prescribe medication that can be taken at the home before and after their W.I.S.P.S session. Administering medication will only be done where it would be detrimental to the child's health if not given in the setting. If a child has been prescribed medication for the first time W.I.S.P.S advises that the parent/carer keeps the child at home for the first 48 hours to ensure no adverse reaction as well as giving time for the medication to take effect.

## Guidance

Managing Medicines in Schools and Early Years Settings.

## EYFS Key Themes and Commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
<b>Health and Well-Being</b>	<b>Parents as Partners Key-Person</b>	<b>Supporting Every Child The wider context</b>	



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

### **Procedures (High Temperatures)**

- Parents/carers are expected to administer child Calpol or Ibuprofen at home before/after attending Pre-School.
- W.I.S.P.S employees are not permitted to administer Calpol or Ibuprofen to any child within their care.
- Parents/carers are advised to keep their child at home should they need to have Calpol or Ibuprofen administered during their Pre-School session time.
- Parents/carers are asked to advise W.I.S.P.S employees of any medication given to their child before attending their Pre-School session; this allows employees to monitor the child for high temperatures during their session time. **A temperature form will be completed throughout the day.**
- Should W.I.S.P.S employees feel the child is unfit to attend Pre-School W.I.S.P.S reserve the right to refuse entry to the child for that day.

A fever is a temperature of over 37.5°C. Fevers are quite common in young children and are usually mild. Should a child attending W.I.S.P.S obtain a temperature over 37.5°C a W.I.S.P.S employee will contact the parent/carer concerned to collect their child (this has been advised through the NHS website as a fever). Employees, where possible the child's Key-Person, will monitor the child and keep them as cool as possible until the parent/carer arrives for collection.

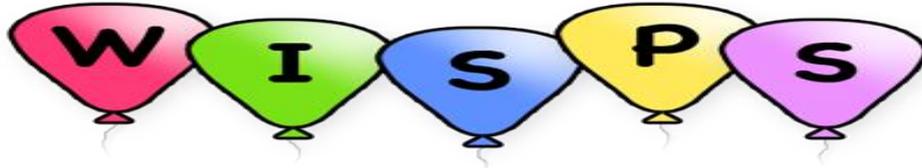
### **Procedures (First Aid)**

#### ***The First Aid Kit***

W.I.S.P.S' first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages (ideally at least one should be sterile) \*4
- Sterile dressings:
  - Small (formally medium N°8) \*3
  - Medium (formally large N°9) HSE 1 \*3
  - Large (formally extra large N°3) HSE 2 \*3
- Composite pack containing 20 assorted (individually wrapped) plasters \*1
- Sterile eye pads (with bandage or attachment) e.g. N°16 dressing \*2
- Container or 6 safety pins \*1
- Guidance card as recommended by HSE 1

In addition to the first aid equipment, each box should be supplied with:



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

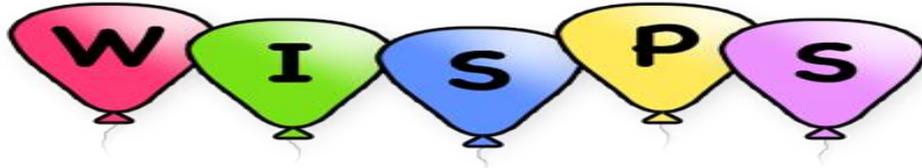
- 2 pairs of disposable plastic (PVC/Vinyl) gloves
- 1 plastic disposable apron
- 1 child's forehead thermometer

The first aid box is easily accessible to adults and is kept out of the reach of children.

- At the time of registration to W.I.S.P.S, parents/carers provide written permission for emergency medical advice or treatment. Parents/carers sign and date their permission
- Parents/carers will sign to give consent for their child to be escorted by an employee to the nearest Accident and Emergency unit to be examined, treated or admitted if necessary on the understanding that parents/carers have been informed and are on their way to the unit too.

### **Procedures (Prescribed Medication)**

- The child's Key-Person will ensure that parental consent forms have been completed and that medicines are stored correctly.
- A First Aid trained employee will be responsible for the correct administration of medication to children, where possible this will be the child's Key-Person, they will ensure records of administration are kept updated
- An employee administering medication to a child must have a second employee witness dosage; both employees must sign the medication book.
- Medication records kept in the medication book must include:
  - Name of child
  - Name and strength of medication
  - Date and time of each dose
  - Dose given and method
  - Employee signature giving the dosage
  - Employee witness signature
  - Parents verification signature when the child's session ends
- W.I.S.P.S uses the Pre-School Learning Alliance's publication *Medication Record* for recording the administration of medicines and complies with the detailed procedures set out in that publication.
- Health professionals will individually train employees where specific medication requires medical knowledge.
- Rectal Diazepam must be given in the presence of 2 employees and both employees must sign the record book.
- No child may self-administer. Where children are capable of understanding when they need their medication, e.g.; Asthma, they should be encouraged to inform their Key-



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

Person. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

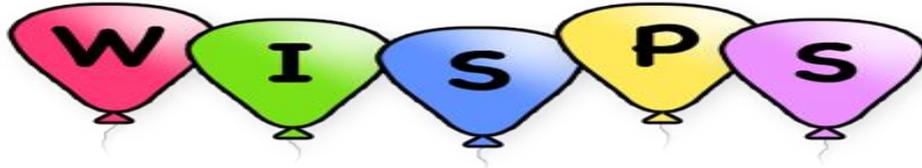
### *Storage of medicines*

- All medication is stored safely in a cupboard above eye level and with child locks or refrigerated, subject to requirements. Where the cupboard or refrigerator is not solely used for medicine storage, medicines are kept in a marked plastic box.
- The child's Key-Person is responsible for ensuring medicine is returned to parents/carers at the end of the child's session at W.I.S.P.S.
- Some medications may be kept at W.I.S.P.S, for specific conditions. Key-Person will check on a regular basis their Key-Child's medication, held on site, to ensure it is in date and any medication past its date will be returned to parents/carers.

### *Children with long term medical conditions who may require ongoing medication*

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This responsibility falls to the Setting Manager **Toni Nocella** alongside the child's Key-Person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers will also contribute to a risk assessment. Parents/carers should be shown around the setting, understand the routines and activities and point out anything which they feel may be a risk factor for their child.
- For some medical conditions key employees 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 employees forms part of the risk assessment.
- The risk assessment includes vigorous activities and any other Pre-School activity that may give cause for concern regarding the child's individual health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent outlining:
  - The Key-Persons role
  - What information must be shared with other employees who care for the child
  - Measures that must be taken in an emergency
  - 6 monthly reviews or more if necessary, this also includes reviewing the medication, e.g.; changes to medication or the dosage, side effects, etc
  - Parents/carers receive a copy of the health plan
  - All contributors' including parents/carers are to sign the health plan.

### *Managing medicines on trips and outings*



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

- Key-Persons must accompany the children with a risk assessment, or another employee who is fully informed of the individual child's medical needs and/or medication.
- Medication for the child is taken in a sealed box clearly labelled with the child's name and name of medication. The box must also contain a copy of the consent form and a card to record administration with details as earlier noted.
- On return to the setting, the card is to be stapled to the medication record book for the parent to sign.
- Should a child on medication need to be taken to hospital the medication is also taken in a sealed plastic box labelled as above along with signed consent form.
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the Outings Procedure.

### **Legal Framework**

Medicines Act 1968

Health and Safety (First Aid) Regulations 1981