



Clutton Playgroup

Administration of medicines for children with chronic diseases / conditions policy

In accordance with BANES 'Managing Medicines in Schools and Early Years settings' no non-prescribed medication will be given even if the parents have requested and/or given permission.

At Clutton Playgroup we recognise that some children suffer from potentially life threatening conditions which may require the administration of medicines.

Aim

Working in partnership with parents/carers we aim to identify the needs of these children and work with their personal action plans to ensure that their condition is controlled effectively. This should ensure that the vast majority of children living with any medical condition lead a full and active life.

Method

In order to achieve this aim, we operate the following procedure:

- We have used guidelines set down by Asthma UK for the support of children with asthma as a framework for developing a policy to meet the needs of children with any medical condition.
- We welcome all children with any medical condition and ensure that the group environment is favourable to any child.
- We encourage and help children with any medical condition to participate fully in activities.
- All staff have adequate training to ensure they have the knowledge, ability and confidence to care for children with any medical condition. If administration of prescribed medicines requires medical knowledge, individual training is provided for the relevant member(s) of staff by a health professional.
- We involve all children in learning about different medical conditions, understanding that some can be life threatening.
- We work with the parents or carers of a child with a medical condition to ensure that their children are in a safe, caring environment, this includes the drawing up of a comprehensive, written care plan, approved by appropriate medical advisors if necessary, e.g. diabetic nurse or asthma clinic.

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- We inform all parents/carers about our 'Administration of medicines for children with chronic diseases/conditions Policy' and their responsibilities.
- We ensure that clear written records are kept for children with such a condition, detailing information from the parent/carer on:
 - what medical condition the child has;
 - what medicine(s) is/are taken;
 - when it is taken;
 - how it is to be taken;
 - what triggers the child to become unwell;
 - how to recognise worsening symptoms and what to do;
 - what to do in an emergency; and
 - emergency contact details.
- We ensure parents give prior written consent for the administration of medicines.
- We ensure that all medicines are stored in their original containers in a readily accessible place and that all staff members are aware of this place (usually in the kitchen, next to the kettle). This place will always be out of reach of children.
- We ensure that each child's medicine(s) is/are clearly labelled with the child's full name and we ask parents to check the expiry date.
- The expiry date of any medicine will be checked by the administering adult before giving it to a child. If the medicine is found to be out of date, then advice will be sought from parents or a health professional.
- An accurate record is kept each time a child takes their medication.
- We will always inform the parent/carer collecting the child if symptoms have been experienced and when medicine has been given. The parent/carer will sign the record book to acknowledge they have been informed of this.
- We understand that some children are uncomfortable about taking medication in front of others and we will respect this if they wish to take their medicine away from others.
- A child will be only be able to take part in any outing/visit if accompanied by their prescribed medication. Parents/carers will be reminded of this when planning trips.

Policy adopted by the Playgroup Management Committee on

Signed(Chair Person)

Review date October 2018