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Medication, Accident Procedures Policy

Parents/carers and the staff within a pre-school need to know what procedures will be followed regarding administering prescribed and non-prescribed medication, together with the procedures to be followed in the rare occurrence of an accident.

We do not keep a stock of medication at Playgroup as children are usually only here for 3 hours at a time and if we feel your child is unwell, we will contact you and ask you to collect them as soon as possible. If you require staff to administer medication (including nappy cream), you are requested to provide it and to hand it to a member of staff and complete a written permission to administer medication form.

MEDICATION

- Where a child is taking a limited course of medication e.g. antibiotics, it would be expected that this will be administered by the parent/carer at home, unless the child is in an extended session (all day). As antibiotics can sometimes make children ill, we would ask that you do not bring a child to playgroup until at least 24 hours after starting a course of antibiotics.
- If a child is taking a non-prescribed medicine e.g. cough medicine, this would be expected to be administered by the parent/carer at home, unless the child is in an extended session (all day). Any non-prescribed medication should be in its original packaging with instructions. The Manager (or deputy) has the right to refuse to administer non-prescribed medication if they believe it will be harmful for the child.
- Occasionally a child is on regular medication, or has it administered as needed e.g. inhaler; or requires medication to be on hand e.g. epi-pen. In these circumstances, it would be appropriate for the Playgroup to keep this medication at the setting, in a named bag, out of reach of the children, with details of what the medication is, its expiry date and who it is for. This will be checked monthly by staff to ensure it does not go out of date. If necessary, staff training may need to be arranged to ensure correct administration of medication, if specific technical knowledge is required.
- Prescribed medication should be in its original packaging with the pharmacist label visible, to ensure it is medication prescribed for that specific child. Prescription medicines cannot be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin should only be given if prescribed by a doctor.
- For any medication, whether prescribed or non-prescribed, staff must ensure that a person with parental responsibility for the child has filled in a permission to administer medication form, stating medication required, dosage, time/ frequency of the medication to be administered and keep staff informed of any changes.
- Any medication should be handed to a member of staff and not left with the child's belongings and it will be kept in a named bag out of reach of the children.



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- When administering medication, staff must record the details in the Medication book, including the name of the child, time of medication, date, what medication was administered, by whom it was administered and include the signature of the person administering the dose, along with the signature of a witness to the administering. The parent/carer will be informed of any medication administered, the same day or as soon as reasonably practicable.

IN CASE OF ACCIDENT

Whilst not wishing to alarm parents or carers, it is possible for a child to have an accident at the setting which needs urgent professional attention by a doctor, dentist or at a hospital. If such an occasion arises, this is the procedure the staff will follow:

- Make every endeavour to contact the parent(s), carer(s) or a named relation, friend, for that person to take the responsibility for any subsequent treatment;
- In the unlikely event that no one can be contacted, the parent/carer will need to have given prior permission for the staff to act appropriately for the good of the child. It is therefore necessary for the group to have such a form for every child, signed by a parent/carer with Parental Responsibility.
- An Accident Book will be kept of all accidents and incidents no matter how minor and parents/carers informed of any entries in this book involving their child.

Any incidents or near misses should be reported to the **HSE Incident Contact Centre**. Incidents involving fatal or specified injuries must be reported by telephone on **0345 300 9923**. Other incidents can be reported online via the website www.hse.gov.uk/riddor/report

Ofsted must be informed by telephone **0300 123 1231** or email **enquiries@ofsted.gov.uk**

OUTINGS

- Prior to the outing, staff will check that any medication such as inhalers or epi-pens that may be needed are taken in named bags, along with their dosage instructions. Any administration of medication will be recorded as soon as practically possible, usually on immediate return to the setting.
- A first aid kit and mobile telephone will be taken on every outing, along with contact details for each adult/child and written consent forms signed by someone with Parental Responsibility for each child in attendance, giving permission for staff to act appropriately for the good of the child, if necessary.
- All adults/staff on the outing will know who has the first aid kit or medication that may be required.