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| Name of Policy: | **Administration of Medication** |
| Name of Setting: | **Busy Bees** |
| Overall Aim of Statement: | To Ensure that all medical needs will be met within a safe environment for all staff and Children. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | * Lorraine Light will be the named member of staff assigned to

Administer medicine. All staff will be trained to fill in if she is absent. * Busy Bees will ensure written consent is obtained from parents to administer medicine
* Parents will sign & confirm medication has been given
* Busy Bees will met the needs of the children and a separate care plan may be needed.

**Access to Medicine**Where possible parents will be responsible for administering their child’s medication. Full procedures are in place for staff to administer medicine.* Medication must be clearly labelled with child’s name, dosage, and any instructions
* All medications are kept in a lockable cupboard in the pre-school office; staff only has access to this.
* Any medications that require to be kept cool we will store this in the fridge in the and the kitchen gate will remain closed at all times. Staff only have access to the kitchen area.

**Administering Medicine** * A medication book will be available to log in:
* name of child receiving medication
* Times that the medication should be administered.
* Date and time when medication is administered
* Signature of the member of staff who has administered each dose.

**To administer medication we will:*** Obtain written agreement and consent from parents.
* Parents will sign their agreement at the end of the session to confirm that the medication has been given
* Staff will be given correct training to do so
* Busy Bees insurance will be in place.

**Prescription Medicine**Busy Bees will only accept medicines and medication that have been prescribed by a doctor, dentist, nurse, and pharmacist.**Non Prescription Medicine**Busy Bees will not consent to administer non-prescription medication unless it is included in a health care plan.**Aspirin**Aspirin & Ibuprofen will not be given to children under the age of 16 unless prescribed by a doctor and written confirmation has been received by parents. **Lifesaving medication**For the administration of life saving medication such as insulin/ adrenaline injections or the use of nebulisers all staff are fully trained to administer this type of medication and a full care plan will be set up with the parents.Busy Bees will refuse to take a child without their medication. Children will not be able to stay for their sessions until all medication has been provided.Life saving medication will be clearly labelled with the child’s name, dosage and any instructions and kept on top of the first aid cupboard in the locked office.**Disposal Of Medication**All medication will be returned to the parents, including empty packets.**Hygiene and Infection Control*** Hands washed after using the toilet.
* Children with pierced ears not allowed trying on or sharing each other’s earrings.
* A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
* Children encouraged to shield their mouths when coughing.
* Individual towels available or paper towels used and disposed of appropriately.
* Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV, can be transmitted, we take the following procedures
* Gloves and aprons worn when nappy changing, cleaning toilets, disposing of any illness. All disposed of appropriately
* Separate mops, buckets for the cleaning of the pre-school in the different areas.
* All cleaning equipment is sterilised after use.

**Emergency Procedures*** If a child needs emergency care a member of staff will call 999 and give all relevant details, and immediately contact the parents/carer.
* This member of staff will then wait outside to receive the emergency teams and direct them to the child.
* If the parents haven’t arrived then a member of staff will stay the child to reassure and comfort them. This staff member may need to accompany the child to hospital if necessary
* If a member of staff leaves the building to attend with the child to hospital then an emergency member of staff will be called in immediately to ensure pre-school ratios are adhered to.

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| Useful websites | [www.nhs.uk](http://www.nhs.uk) [www.hse.gov.uk](http://www.hse.gov.uk) [www.dh.gv.uk](http://www.dh.gv.uk)[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) www.ofsted.gov.uk |
| References to other relevant policies: |  |
| Policy Monitoring and Evaluation Information: | Staff And Chairperson |
| Signature: | R Lily |
| Review Date and next review due date: reviewed 23 Jan 15 – next review Jan 16 |