



## **Promoting health and hygiene**

### **1.11 Administering medicines**

#### **Policy statement**

It is not our policy to care for sick children, who should be at home until they are well enough to return to The Bumblebee Children's Charity. As children are accompanied by their parents it should be noted that the parent/carers are responsible for administering medicines to their children 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 medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in The Bumblebee Children's Charity. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings; the manager is responsible for ensuring all staff understand and follow these procedures.

#### **Procedures**

- Children taking prescribed medication must be well enough to attend.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition and administered by parent/carer.
- Children's prescribed medicines are stored in their original containers and placed in the locked cabinet. Administration of the medicine to the child is the responsibility of the child's parent/carers.

- For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly, but it should be noted that parents are in attendance and medicine is administered by the parent.

**Legal framework**

- Medicines Act (1968)

**Further guidance**

- Managing Medicines in Schools and Early Years Settings (DfES 2005)  
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

**Other useful Pre-school Learning Alliance publications**

- Medication Record (2006)
- Register and Outings Record (2006)

This Policy was adopted by The Bumblebee Children’s Charity and will be reviewed yearly.

Sign & Date .....

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Signed on behalf of the Trustees

Name of signatory            Alison Stonham

Role of signatory             Charity Principal