



Ambleford School of Rural Skills is dedicated to providing the best possible service for parents and children. Although staff working with children are not legally obliged to administer medication, our staff team recognises that not to offer this service would be detrimental to parents and children. However, we must ask for parents / carers full cooperation in ensuring that our policy and procedures are adhered to and staff are not put in a difficult position.

Despite the change to legislation from 1st September 2021 Ambleford will not administer non-prescribed medication.

Please note: We believe that any child who requires temperature-reducing medication is unlikely to be well enough to attend forest school and so we will ask that the child be kept at home until their temperature has reduced.

Aim

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent / carer. It is also to ensure that Ambleford staff correctly administer medication, that medication is appropriately stored, and that accurate records of permissions and administration are kept.

Only qualified first aiders will be allowed to administer medication.

Method

It is the overall responsibility of the Site Manager to ensure that there is written parental/carer permission to administer prescribed to children during the session.

It is the responsibility of the Leaders to ensure that parents/carers have completed a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer when they are collecting their child.

There will be no medication stored overnight. All medication will be returned to parents each day.

NB There is no facility to store medication in a fridge so parents will need to return to site to administer as required if this is needed.

Medication Policy

The following guidance must be followed:

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication. This will be complied with as per the parents / carers declaration signed on the Medication Consent form;
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent / carer must first complete and sign a Medication Consent form. This gives consent for the administration of medication. A new entry should be completed where there is change in circumstances;
- Clear instructions for administration, including the dosage must be on the original dispensing sticker;
- Staff will record when medication comes into the nursery, detailing the name of medication, child's name, date when the medication was given to the setting and date returned home.
- The Medication Consent form will detail the name of the first aider who administered the medication.
- The Medication Consent form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the prescribed medication and be countersigned by the parent or carer when they collect their child;
- Medication kept at the Forest setting will be kept in a clear plastic box next to the first aid kit in the roundhouse.
- If any controlled drugs are brought on site to be administered to the child, staff follow the usual procedure and then keep medication in a separate box in the roundhouse. Under no circumstances is the medication stored on site;
- At no time should the Medication Consent form be completed in pencil. Rather, it must be in pen. Parents must both sign and print their names. The signature of the parent / carer must be clearly seen at the bottom of the Medication Consent form;
- The Medication Consent form will clearly state why the child is on the medication;
- Temperatures for storing medication, particularly Epi-pens and inhalers will be adhered to and parents will be asked to supply appropriate storage.
- No medication will be left in children's bags.

Administering Medicine

Before giving any medication, staff must:

- refer to the Medication Consent Form and read the information leaflet that accompanies the medicine;
- wash their hands;

When giving the medication staff must:

- carefully follow the instructions;
- Offer the child a drink with the medication if appropriate.

If a child spits out their medication or refuses to take it the parents will be contacted for advice. A note will be made on the Medication Consent form.

Auditing Medication

- All medication forms will be easily accessed by being stored in the designated Medication form folder;
- Management will audit all prescribed medications brought in and out of the nursery. Medications MUST be returned home daily.

Storage of Medicines

The manager and staff must ensure that all medications are inaccessible to children, securely stored out of children's reach in either a locked box or locked cabinet, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:

- **Allergy Medication/Antihistamines:** These will be kept out of the children's reach and stored in the "medication" container with the child's name on the bottle / medication box and kept in a locked box or locked cabinet. All details should be recorded on our Medication Consent form. This medication will be returned home daily.
- **Epi-pens:** Where a child requires an epi-pen for allergic reactions, the parent must sign in 2 epi-pens using the authorised medication form. This is to ensure that if their first epi-pen misfires or does not work that there is a back -up Epi-pen. All Epi-pens must have the child's name on them and must not have gone past the expiry date. The child is not allowed to be left at the setting without their epi-pens. Only members of staff who are trained to administer this medication will be allowed to do so.
- **Asthma Medications:** The child should have an inhaler with them, to be brought onto site each day the child attends. Each child's inhaler must be prescribed for that child and will be kept in our "medication" container, stored in a locked box or locked cabinet, all details should be recorded on our medication record form.
- **Sun Cream:** On warmer days we request that parents apply factor 50+ sun cream to their child before they arrive.

Ambleford School of Rural Skills

Medication Consent form

Date:

Child's name	
Child's Date of Birth	
Medication (full name)	
Medication expiry	
Reason for Medication	

Last Dosage given (time/date/dose)						
Dosage to be given (please supply a measured medicine spoon / syringe)		Prescribed / Non prescribed				
Duration of medication (prescribed medication only)						
I consent Ambleford to administer the above medication to my child at the dosage rate provided (please tick)						
I confirm that the medicine supplied is in the original container						
I confirm that my child has already had at least one dose of this medication and has not suffered any adverse / unwanted reactions						
Parent / carer full name						
Parent / carer signature						
<p>Staff to check:</p> <ul style="list-style-type: none"> ● Medicine is in original bottle ● Medicine is labeled with child's name, date of birth, dosage and date if prescribed ● Medication must only be administered by a member of staff approved by the Manager and must be witnessed. 						
Parent / carer to complete RED. Staff to complete BLACK upon administration						
Parent's Consent	Date Consent	Time to be given	Date & Time	Dosage Given	Name sign	Parent's Signature