S: Health – medicines - Group and school-based providers

What do I need to know?

- Legal Framework – The Human Medicines Regulations 2012
- Legal framework - Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
- EYFS statutory framework for group and school-based providers page 36, paragraphs 3.59 – 3.62.

Health - Medicines (pages 43-44 of audit)	Things to consider and discuss:
Do you **ensure** you promote the good health, including oral health, of children attending the setting?	• How do you know you provide well balanced and nutritious meals for children of all ages? Is fresh drinking water available at all times? • How do you promote oral health in many different ways? • What opportunities do children have which help them to learn about good health, oral hygiene etc? • How do you promote good hygiene (including the handling of animals) Is this information included with your policies and procedures? • How do you encourage children to be healthy and physically active?
Do you **ensure** you have clear procedures, discussed with parents and, or carers, for taking appropriate action if children are ill or infectious?	• How do you share information with parents and, or carers about how you will respond to children who are ill or infectious? • What procedures are in place for contacting parents in the event of illness or infection? Are contact details kept up to date? • How do you ensure all staff know what to do if they are responding to children who are ill or infectious?
Do you **ensure** these procedures cover the necessary steps to prevent the spread of infection?	• How do you prevent the spread of infection (include procedures for excluding infectious children and, or staff)? Are staff aware of the many ways in which infections can spread? • How do you ensure all staff (especially pregnant staff) are know how to protect themselves if they come into contact with children who are ill or infectious? • How do you protect anyone who is vulnerable and at particular risk of infection?

Health - Medicines (pages 43-44 of audit)	Things to consider and discuss:
Guidance can be found at Health protection in children and young people's settings, including education - GOV.UK and Emergency planning and response for education, childcare and children's social care settings - GOV.UK	• Do you have a policy in place which outlines procedures for children who are or have been ill or recovering from an injury? How effective is this? • How do you ensure that all staff (and children) know what information to give to the emergency services in the event of an emergency? • Have you accessed and read this guidance document? Are there any actions to implement from this? • Is the 'Guidance on infection control in schools and other childcare settings' information on display or easily accessible for all staff? How do you know staff adhere and follow this guidance? • Is this document and, or information shared with parents and, or carers? How? • How do you know staff are aware of and know where to find additional information on notifiable diseases? • How and when do you check the immunisation status of both children and all staff? • Do you know when and how you must contact Ofsted or the childminding agency with which you are registered and, or local Health Protection Agency of notifiable diseases where applicable.
Do you **ensure** you have and implement a policy, and procedures, for administering medicines?	• Do you know what is classed as a medicine? How can you find out? • How do you ensure correct dosages (amount and frequency) of medicine are administered? Is this checked and how is this done? • Where do you store medicines to ensure children's safety?

Health - Medicines (pages 43-44 of audit)	Things to consider and discuss:

Do you **ensure** your policy includes systems for obtaining information about a child's needs for medicines, and for keeping this information up to date?	• What records are kept identifying which medicines (prescribed and non- prescribed)
	  ○ Have been administered to whom, by whom and when?
	  ○ Have been administered and the reasoning why?
	  ○ How parents and, or carers are informed?
	  ○ How do you ensure records on the administration of medicines are kept up to date?
	• How do you make all staff (including temporary staff) and visitors aware that they need to safely secure items out of the reach of children (e.g. Visitors may have medicines in handbags which are accessible to children)?
	• Do you need any health care plans for children in your care? Are you aware of what the health care plan should contain and who should be involved in drawing it up? How often is this reviewed?

Do you **ensure** training is provided for staff where the administration of medicine requires medical or technical knowledge?	• How do you ensure that training for the administration of medicine has taken place before a child with a medical condition starts your provision? • How would you manage the administration of any medication requiring two members of staff to be present? • How do you make all staff aware of any children who have allergies?
Do you **ensure** prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)?	• How do you know staff know and understand who can prescribe medication? • What procedures do you have in place to check medicines have been prescribed for a child by a doctor, nurse or pharmacist? • How do you make parents and, or carers aware of your policies and procedures?
Do you **ensure** that medicine (both prescribed and non-prescribed) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and, or carer?	• How do you obtain written permission from parents and, or carers prior to administering medication? What information must parents provide? What happens if they do not provide all the required information? • Have you considered what you will do if you haven't received written permission from a parent and, or carer of a child requiring medicine to be administered?

Health - Medicines (pages 43-44 of audit)	Things to consider and discuss:
Do you **ensure** you keep a written record each time a medicine is administered to a child, and inform the child's parents and, or carers on the same day the medicine has been taken, or as soon as reasonably practicable?	• How will you respond if a parent calls you and asks for medicine to be administered? • Have you read and become familiar with this document? Are there any actions to implement from this? • How has it been used to impact on policies & procedures in the setting?
Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets. See also BMA advice: Prescribing over-the-counter medicines in nurseries and schools (bma.org.uk)	• What records are kept identifying which medicines (prescribed and non- prescribed) - have been administered to whom, by whom and when? - Have been administered and the reason why? - how parents and, or carers have been informed? • How would you know if a child has already received doses of medication (prescription or non-prescription) before they have arrived at your setting? • What would you do if you didn't inform a parent and, or carer upon on collection of their child that medicine had been administered?

Useful links and further help:

Report a serious childcare incident
Health Protection in schools and other childcare facilities
Supporting pupils with medical conditions at school
How to wash your hands
Oral Health: get help to improve your practice GOV.UK
Children's Specialist Nursing Services - Derbyshire Local Offer
Children's Continuing Care Team
Early Years & Oral Health Derbyshire Community Health Services
Email: DCHST.Oralhealth-promotionteam@nhs.net

Derbyshire SchoolsNet - Early Years
Derbyshire Early Years Service - Eventbrite
Email: CS.EYS@derbyshire.gov.uk