



## **Medication health care plan procedure**

When a Medication Health Care Plan is necessary the following procedure will occur;

- Written permission MUST be obtained first from the Parent/Carer
- The Parent/ Carer will assist the child's key worker and Manager whilst producing the individual plan, adhering to the child's needs
- Information will need to be recorded about how the medication is administered, the frequency, dosage and storage
- A photo of the child will be attached to the Health Care Plan.
- The medication will be stored in a Ziploc bag or a clear plastic box, which will be clearly labelled with the child's full name and instructions of how to administer the medication
- The container will be stored in the kitchen out of the reach of children in the setting
- When medication is administered it will be noted down on the medicines log
- Parents will be informed immediately by telephone of the treatment administered
- Health care plans will be regularly updated, it is the parents'/carers responsibility to inform Pre School staff of any changes to their child's health care needs. It is the Manager's responsibility to ensure the Health care plans are updated once new information is given and to request Parents/carers review the plans.

This policy has been adopted by Tandridge Village Pre-School Management Committee.

Signed on behalf of the Pre-School by:

Date:

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: