



## **Administering medicines policy**

It is not in our policy to care for sick children, who should be at home until they are well enough to return to the setting. Giving your child Calpol may mask systems and the illness may be passed onto other children and staff. We will agree to administer medication as part of maintaining their health and well-being and it has been prescribed by a doctor, or when they are recovering from an illness e.g. Asthma inhalers

In general, it will help us if:

- The parent/ carer ensures the child is fit and well enough to attend Pre-School. If they are unsure there is a poster on the Pre-School wall advising of some illnesses and if you are still unsure speak to the manager. A list of illnesses is also in our information leaflet, which should be in your possession.
- THE PARENT/CARER PROVIDES FULL DETAILS of any health problems their child may have and keep the Pre-School informed of any changes.
- The parent/carer ensures the Pre-School has at least 2 telephone numbers we can contact in any emergency.
- The Pre School will only administer medication that has been prescribed by a doctor. The medication must be in the original packaging, clearly state the child's name, date of birth and dosage instructions. Parents must sign a permission to administer medication form prior to this being given. On collection the parents will sign the medicine log to confirm that the correct dosage was given.
- The parent/ carer asks the doctor when medicines are prescribed, if they can be taken outside of Pre-School hours. If this cannot happen parents are always welcome to come and give medication to their own child by arrangement with the Pre-School Manager.

We understand that there are health conditions where we will need to produce an individual medical plan to cater for that child's needs. These conditions may include Asthma or allergies. These conditions can vary enormously so the child's key person, Manager and the child's parents will produce an individual 'Health Care Plan' which will be tailored to meet the needs of the child. The key person and Manager will need to rely on parental guidance as to each child's condition and how preventers, relievers and medication should be administered. Any child that has a Health Care plan will have this regularly reviewed and updated each term or sooner as required.

Arrangements for the safe keeping of the preventers, relievers and medication will be organised and it will be the key persons responsibility to ensure these are stored correctly according to the procedures.

### **Procedures**

- Children taking medication must be well enough to attend our Pre-School.
- Only prescribed medication will be administered. Please make sure these are in date.



- Parents' written consent must be given before any medication is administered.

The written consent will state the following information:

- Full name of child and date of birth
- Name of medication and strength
- Who prescribed it e.g. GP
- Dosage to be given whilst at Pre-School
- Storage information and expiry date
- Possible side effects
- Signature, printed name of parent/ carer and date

Every time medication is administered an accurate record will be made. The person who administered the medication will record all the information needed on a medicines log sheet. The information on this sheet is:

- The child's name
- Dosage of medication
- Date and time of dosage
- Signature of the key person/ manager
- Parent/ carers signature at the end of the session

### **Storage of medication**

All medication will be kept in its original container and then stored in plastic box. If too large, for example an asthma inhaler, a clear Ziploc bag will be used. This will be clearly marked with the child's name.

All medication is locked away at the end of the session.

If rectal diazepam is given another member of staff must be present and must co-sign the medication log record.

No child may self-administer.

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: Spring 2027

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

Staff Signatures:



Date: