

Policy on the Administration of Medicines

No medication can be administered to children without a medication consent form having been signed by the parent. All medicines need to have been prescribed by a medical practitioner.

- Where it is necessary for children to have medication whilst at the pre-school parents must:
 - Sign the relevant administration of medication consent form.
 - Ensure that all medication is in its original container clearly showing the prescriber's instructions for administration.
 - Ensure that the expiry date has not elapsed on any medication.
 - Ensure that all bottles / inhalers are labelled with the child's name and appropriate dosage.
 - Write down clearly on the consent form why the medication is to be given, when the last dose was given, when the next dose is to be given (dosage) and how much.
 - Hand all medication to a member of staff. All medicines must be stored out of reach of children, including inhalers.
- Medication should only be administered by the session leader and deputy, except in an emergency when any member of staff who has been trained for the purpose may do so.
- All medication should be stored in the cupboard over the craft sink in the classroom or in the cabinet on the wall by the kitchen door.
- Where medication needs to be kept cool parents must provide a 'cool bag' for the purposes. For reasons of safety medicines may **NOT** be stored in the fridge since this is easily accessible to all children.
- When medication is to be administered two members of staff must be present.
- Before the medication is administered staff should check:
 - The name on the bottle / inhaler or Epi- pen.
 - The dosage as written on the consent form.
 - That the expiry date on the medication has not elapsed.
- When medication has been administered this should be recorded on the consent form, recording the date and time the medication was given, and how much was given. This record must then be signed by both the person who administered the medication, the witness and the child's parent / carer.
- Where children are able to self-administer medication, as in the case of asthma inhalers, this should still be stored in the cupboard when not in use. Children should be encouraged to ask for their inhalers when necessary and should be supervised when using them.
- As with all medication, a record of it having been used should be made on the consent form and the record signed by the parent / carer.
- Where children with severe medical conditions are to be admitted to the setting, the pre-school's insurance company should be alerted.
- Where children with severe medical conditions are to attend the setting, pre-school staff should seek appropriate training from medical staff in order to be able to meet individual children's needs.
- Where children have severe medical conditions a health care plan will be drawn up. This will be used to ensure that all practitioners working with that child understand how to meet his / her health care needs.

- Where a child has a life threatening allergy and has an Epi-pen the following details must be obtained:
 - What the child is allergic to.
 - How the allergy manifests itself (symptoms particular to that child).
 - What steps to take to reduce the risk of the child coming into contact with allergens.
 - When to administer medication.
 - In addition to the above records, children with severe medical conditions should also have a home / school diary which should come with the child whenever he / she comes to pre-school. The home / school diary should be used on a daily basis to record where the parent / carer will be whilst the child is at pre-school and how much medication the child has already had that day. The diary can also be used by parents and key persons to pass on any other information about the child on a daily basis.

***This policy was adopted at a meeting of the pre-school held on
.....(date)***

Signed on behalf of the pre-school