



## MEDICINE POLICY AND PROCEDURES.

### Administering medicines:

While it is not pre-schools policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. When administering medicine, we will ensure they are given correctly and in accordance with legal requirements.

If a child has not had a medication before it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Staff members will be responsible for administering medication and ensuring that parent/carer consent forms have been completed, that medicines are stored correctly and records are kept according to the pre-schools procedures.

### Procedures:

- Children taking prescribed medication must be well enough to attend the setting.
- Pre-school will only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in date and prescribed for the current condition.
- Non-prescription medication, such as pain relief or antihistamines may be administered under certain circumstances but only with prior written consent from the parent/carer and only when there is a health reason to do so. The administering of un-prescribed medication will be recorded in the same way as any other medication.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and inaccessible to the children. On receiving medicines, the member of staff will check that it is in date and prescribed for the current condition. When administering medication, care should be taken to follow the instructions as directed by the doctor's/pharmacy labelling.
- Parents/carers must allow time at the beginning of the session to complete the relevant medication form in order to give permission for pre-school staff to administer the medication, they will be asked to sign a consent form stating the following information. No medication will be given without these details being provided:
  - Full name of the child and date of birth.
  - Name of medication and strength.
  - Dosage (as directed by the doctor's instruction label) and times to be given in the setting.
  - Method of administration.
  - How to store the medicine and its expiry date.
  - Signature of parent, their name printed and the date.

The administration of medicine is recorded accurately in the pre-schools medication record book each time it is given and is signed by the person administering the medicine and a witness.

Parents/carers will be shown the record on collection of their child and asked to sign the record



book in acknowledgement of the medicine being administered. If the child is being collected by someone other than their parent/carer, then a photocopy of the medication record will be sent home with the child. The medication record book records the:

- Name of the child.
- Name and strength of the medication.
- Date and time of the dose.
- Dose given.
- Signature of the person administering the medication and a witness who verifies that the medication has been given correctly.
- Parent's signature (at the end of the session).

If the administration of prescribed medication requires staff to have specific training pre-school will obtain relevant training from a health professional.

#### Storage of medicines:

- All medicines will be stored safely out of reach of the children, in the kitchen in the refrigerator or first aid cupboard.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when required basis. Pre-school will check medication is in date and return any out-of-date medication to the parent/carer.

#### Managing medicines on trips and outings.

- Children going on outings will be accompanied by staff members who are fully informed of the child's needs and/or medication.
- Medication taken on outings will be clearly labelled with the child's name and be in its original packaging, along with a copy of the consent form and a card to record when medication is given, including all the details needed for the medication record book. This card can then be attached to the medication record book on returning to the setting.

This Policy was adopted at a meeting of the pre-school held on 23<sup>rd</sup> August 2024

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23<sup>rd</sup> August 2025