



## **Medication Policy**

Any medication given to children at the pre-school is recorded and administered in a safe manner. If a child is on medication or has been prescribed medication then the qualified members of staff are able to administer this with parent's prior written consent with instructions on dosage and times to be given. These instructions must be given to a qualified member of staff who will ensure that a medicine form has been completed and signed. All medicine must be handed to a qualified member of staff, it should be clearly labelled with the child's name and will be stored safely. If there are any queries or concerns during the day the staff will contact parents to confirm anything they are unsure of. Notes will be made of any medicine given and the forms countersigned by the person in charge PRIOR to administering. This MUST be signed by parents at the end of the day when children are collected.

Where long term medicines have to be given there is a separate form and this must be discussed with the manager.

We have staff trained in First Aid.

We encourage parents to discuss with us any queries or concerns that they have regarding health issues with key people or the management.

- No medication is ever given to a child without the prior permission of a parent/ carer. This must be recorded using the pre-school Medicine forms and countersigned by the manager/person in charge.
- Medication must only be administered by a qualified member of staff. Certain medications may be administered by a nominated worker trained in the administration of a specific drug.
- Students, Volunteers and trainees must never administer medication, handle medication or countersign a medicine form.
- All medication must be stored appropriately and out of reach from the children and only accessed by the designated members of staff.
- Staff must store personal medication safely and securely, preferably in the same location as children's medicines.
- Ensure that all staff know who the appointed first aider is for the setting.
- Medicine forms must be kept for up to 70 years. This highlights the importance of filling them in accurately and having all of the necessary signatures and consent in place.

Children requiring the administration of medication whilst at pre-school will be treated in accordance with the following procedures:

- Staff must discuss with the parents the type of medication, reason for its use and at what times during the day it should be administered along with the correct dosage/quantities.
- All qualified staff will be trained in using inhalers when caring for a child with asthma. We may request that parents of a child who requires an inhaler demonstrate to staff how this is used correctly. Where more specific training is required e.g. the use of an epi-pen, the

parents will be expected to work with the pre-school staff to ensure adequate training is provided for the team and care plans put in place. This may mean a nurse coming out to provide training in the setting.

- Staff must double check all labelling before the parent leaves to ensure that the medicine has the correct name (child's name), is in date and is in fact the correct medication.
- Staff must then fill in the appropriate medicine form, sign it and get the parent's signature.
- Store medication appropriately.
- Ensure children are not made to feel self conscious for any reason. Treat all matters concerning the illness/reason for medication with respect and confidentiality.
- Medication must be administered discreetly.
- An additional member of staff must act as a witness the administration of medicine.
- Parents/carers are expected to keep the pre-school staff up to date on medical reviews the children have and to inform them of any changes in medication requirements.

**The appointed first aider for the setting is: Nic Hare**

### **Paracetamol Suspension Policy**

The Statutory Framework for the Early Foundation Stage states '**Prescription Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.**' (p.22)

We feel that although Calpol is very effective at reducing children's temperatures (for example - when a child is teething) it is, however, also very good at masking symptoms when there may be something more seriously wrong with a child. Therefore, we have this specific policy in regards to the administration of Calpol.

#### **We will only administer Calpol when: -**

- 1) It has been prescribed by your GP for that specific problem.
- 2) The child's temperature exceeds 38c or above.

Prior to this we will have given the child sips of water and take off some of the child's clothing so to enable them to cool down; if this method does not work we will gain permission from the child's parent to administer Calpol. After 45 minutes if the child's temperature has not reduced we will ask for the child to be collected from pre-school immediately.

If a child's temperature is 38.5 or over you will get asked to come and collect your child.

- 3) A child is teething.

In this instance we will only administer 1 dose of Calpol at a pre-decided time (this time is to be agreed by parent and key worker on leaving the child). If this does not help the child it will be necessary for the parent to collect the child.

It is our view that a child who is unwell enough to be given Calpol - 'had a temperature last night'; or 'under the weather' should not be at pre-school; and such treatments could be masking something more sinister such as an ear or throat infection which should be looked at by your doctor.

Please ensure that up to date dosages are followed when administering child paracetamol.

Any queries please direct them to the manager