



Medication Policy 2024

At All Saints Wise Owls Preschool, we follow the Early Years Statutory framework (2023) regarding the health of children. We promote good health which includes Oral Health of all our children.

- If any child needs medication (both prescribed and non-prescribed) it will be administered to children at the pre-school in a safe manner.
- If a child is on medication or has been prescribed medication then only qualified members of staff are able to administer this with parent's prior written consent with information on the reason for the medication, storage instructions, 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.
- Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
- 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.
- Staff will access further training for specific medication if administration requires technical knowledge.
- Where long term medicines have to be given there is a separate form and this must be discussed with the manager (this includes medication such as inhalers).
- Parents MUST update preschool staff or any changes to medical conditions and review any long term medication regularly. Including dosage and use by dates of the medicine.
- Staff are trained in Pediatric First Aid. This training includes a unit on Epipens and Inhalers.
- 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 maybe verbal initially). 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.

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- 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.
- When children are given their medication, we ensure they are not made to feel self-conscious for any reason. We will 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.

The appointed first aider for the setting is: Sarah Hutchings

Paracetamol Suspension Policy

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.

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.

We will only administer Calpol when: -

- 1) It has been prescribed/recommended by your Doctor or Dentist 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 immediately.

- 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.

Any queries please direct them to the manager: Nic Hare

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