



Kingsdown Pre-school Administration of Medicine Policy

Only medicines prescribed by a doctor, dentist, nurse or pharmacist will be administered. Medicines containing aspirin will only be given if prescribed by a doctor.

The medicine must be in date and must bear an official label showing the child's name, date of birth and the dosage to be given.

The medicine will only be administered where written permission for that specific medicine has been obtained from the parent or carer.

It is the parents/carer's responsibility to inform the setting if the child has been administered the medication within 24 hours of attending pre-school.

Short term medication

It should be considered that if your child needs prescription medication they may not be well enough to attend pre-school. However we acknowledge there are occasions where children have been prescribed short term medication and they are well enough to attend the setting.

If your child requires short term medication during the time they are at pre-school, this should be handed to a member of staff on arrival at the setting with a suitable medicine spoon or syringe.

Staff will complete our short term medication record including the name of the medication, the dose and time that it is to be given. The child's parent/carer will be asked to sign this prior to leaving the setting. If you are not dropping your child off personally, you will need to provide your signed written confirmation and include the information above.

Once the medicine has been administered, both the member of staff administering the medicine and a staff witness will sign the record. You will then be asked to sign the record again, on collection, as confirmation that you know the medicine has been given and returned to you.

All medicine will be kept out of reach of children and will be stored appropriately, such as in the fridge if necessary, according to directions on the medicine.

Long term and emergency medication

It is the parent's/carer's responsibility to inform Kingsdown pre-school of any medical condition where their child may require long term or emergency medication. You must discuss this with the manager on enrolment, or as soon as a condition occurs if your child is already attending pre-school. This is to ensure any training required for staff takes place before your child starts attending the pre-school. Training will be sought for the whole staff team by the relevant health care professional. Although training in the use of adrenalin pens form part of Paediatric first aid training, advice will still be sought from the relevant health care professional supporting your child for their individual circumstances.

An Individual Health Care Plan will be drawn up to ensure staff are aware of the circumstances when your child will require the medication, the dosage and how it is to be administered. These plans will be agreed and signed by parents/carers and will be reviewed every 6 months or sooner if circumstances change.

For long term medication that is required to be administered on a regular basis, staff will complete our long term medication record including the name of the medication, the dose and time that it is to be given. The child's parent/carer must sign this prior to their child starting the setting. These will be reviewed and resigned every 6 months or sooner if circumstances change.

On each occasion the medicine is administered, both the member of staff administering the medicine and a staff witness will sign the record of administration. You will then be asked to sign the record on collection as confirmation that you know the medicine has been given and when.

All long term and emergency medication at the setting will be stored in the child's individual medication wallet with a copy of the Individual Health Care Plan. During the pre-school session these will be stored out of reach of children but easily accessible. At other times they will be stored securely in a locked cupboard. Any controlled medication will be stored in a locked container in the locked cupboard.

All long term and emergency medication will be checked by the Senco or manager each month to ensure: it is in date, in correct condition and not running out/low. If medication is within a month of expiring, parents/carers will be requested to supply up to date medication with the correct official labelling as shown above. Parents/carers will also be required to sign to say the old medication has been returned to them.

This policy will be reviewed annually or sooner if required.

This policy was reviewed on 31 January 2022

Signed on behalf of Kingsdown Pre-school A Bridges
Chair of Kingsdown Pre-school committee Amy Bridges