



Pre-School Medication Policy

**DO ALL THE GOOD YOU CAN, BY ALL THE MEANS YOU CAN,
IN ALL THE PLACES YOU CAN, IN ALL THE WAYS YOU CAN,
TO ALL THE PEOPLE YOU CAN, IN ALL THE TIMES YOU CAN,
AS LONG AS EVER YOU CAN, AT ALL THE TIMES YOU CAN.**

Pre-School Medication Policy

INTRODUCTION

When dealing with medication of any kind in the Pre-School, strict guidelines will be followed, as elaborated below.

PRESCRIPTION MEDICATION

- prescription medicine will only be given to the person named on the bottle, and at the dosage stated;
- to this end, medicines must be provided in their original containers;
- those with parental / carer responsibility for any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of administration on the appropriate form, and another member of staff should check these details;
- those with parental / carer responsibility must give prior written permission for the administration of each and every medication. However, the Pre-School will accept written permission on one occasion for a whole course of medication, or for the ongoing use of a particular medication under the following circumstances:
 - the written permission is only acceptable for that brand name of medication, and cannot be used for similar types of medication (for example, if the course of antibiotics changes, a new form will have to be completed);
 - the dosage on the written permission is the only dosage that will be administered. The Pre-School will not administer a different dose unless a new form is completed;
 - parents / carers should notify the Pre-School IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength / dose must be given;
- the Pre-School will not administer a dosage that exceeds the recommended dose on the instructions, unless the latter are accompanied by a doctor's letter;
- the parent / carer must be asked when the child has last been given the medication before coming to the Pre-School; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent / carer must be given precise details of the times and dosage given throughout the day. The parent's / carer's signature must be obtained on both occasions;
- at the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or will offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication);
- should the child refuse to take the appropriate medication, then a note will be made on the form;
- where medication is "essential" or may have side effects, discussion with the parent / carer will take place to establish the appropriate response;
- wherever possible, parents / carers will be asked to request that GPs prescribe the least number of doses per day (for example, three times daily in preference to four times daily).

NON-PRESCRIPTION MEDICATION

- the Pre-School will administer non-prescription medication for a period of three days, dependant on the medication or the condition of the child. After this time medical attention should be sought;
- if the Pre-School feels the child would benefit from medical attention rather than non-prescription medication, it reserves the right to refuse Pre-School care until the child is seen by a medical practitioner;
- if a child needs liquid paracetamol or similar medication during his or her time at Pre-School, such medication will be treated as prescription medication with the onus being on the parent / carer to provide the medicine
- at the time of registration, parents / carers will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol which can be administered in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given (for example the temperature increase in their child, the specific brand name or type of liquid paracetamol, and a signed statement to state that this may be administered in an emergency if the Pre-School can not contact the parent / carer);
- for any non-prescription cream for skin conditions (such as Sudocreme), prior written permission must be obtained from the parent / carer, and the onus is on the latter to provide that cream which should be clearly labelled with the child's name;
- if any child is brought to the Pre-School in a condition in which he or she may require medication sometime during the day, the Pre-School Manager will decide if the child is fit to be left at the Pre-School. If the child is staying, the parent / carer must be asked whether any kind of medication has already been given, at what time, and in what dosage, and all of this must be stated on the medication form;
- as with any kind of medication, staff will ensure that the parent / carer is informed of any non-prescription medicines given to the child whilst at the Pre-School, together with the times and dosage given;
- the Pre-School DOES NOT administer any medication unless prior written consent has been given for each and every medicine;
- in the case of medication that may need to be given to a child due to his or her becoming ill during the day (for example liquid paracetamol for temperature reduction), parents / carers will be contacted as soon as possible to ensure that all details are correct and that they agree with the dosage being given.

STAFF MEDICATION

The first aid box for staff must be kept in a readily accessible position which is out of reach of the children.

First Aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items (such as paracetamol) may be kept in the First Aid box.

STORAGE

All medication for children must have the child's name clearly written on the original container, and must be kept in a closed box which is out of reach of all children, and which remains under supervision at all times. If this box is left unguarded at any time throughout the day, the Pre-School has a procedure in place to ensure the safety of any child or adult in the Pre-School, including visitors, parents, carers and siblings who are able to access the area.

Emergency medication (such as inhalers and epipens) will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times. All of the appropriate staff have received training in the use of epipens, and photographs of the pupils who may require their use are clearly displayed.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications must be in their original containers or they will not be administered. All prescription medications should show the pharmacist's details, with notes attached to show the dosage needed and the date the prescription was issued. Such details will all be checked, along with any expiry dates, before staff agree to administer a medication.

This policy conforms to the terms of the Pre-School's insurance cover.

Policy last updated	May 2024
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