

MEDICATION POLICY

- Parents/carers must complete a Medication Consent Form. This completed form must be handed, together with the drugs/medicines, to the Senior Member of staff at the setting, who will be responsible for the administration of the drugs/medicines.
- Drugs/medicines prescribed by a registered Medical Practitioner may be administered to children.
- We will not give any medicine containing ibuprofen or aspirin unless prescribed by a doctor due to the risk of serious side effects.
- *Non-prescription medication (e.g. teething gel) will be administered, but only with **prior written consent**, when there is a health reason to do so. The setting will not accept blanket consent to cover all non-prescription medicine. No creams or ointments will be applied to anyone, other than those for which there is a medical consent form.*
- Our preschool will not give more than one form of pain relief medication more than once in any one day without a prescription from a doctor.
- Drugs/medicines will only be administered to the child for whom they are prescribed.
- Only bottles of previously unopened medicines will be accepted to administer as per the most up to date legislation and guidance.

All drugs/medicines are stored strictly in accordance with product instructions as shown on the original container label and out of reach of the children. Medication that needs to be refrigerated will be in an airtight container and clearly labelled in the Preschool Kitchen. No children are allowed in the kitchen at any time.

- Parents must inform staff of the last dose of medication (amount and time) when their child arrives at pre-school.
- The actual member of staff administering the dose must sign the Medical record.
- A record of drugs given is made indicating the time, dosage and signed by the person administering the dose. It is signed by a witness, parents/carer sign the record to acknowledge the administration of the dose at the end of the session/day. We inform parents about medication given to their children on the same day or as soon as is reasonably practical
- If the child is reluctant to take the medicine or immediately sick following administration, this should be noted on the child's record sheet and the parents informed.
- If the administration of prescribed medication requires medical knowledge, individual training is provided by the relevant member of staff by a health professional. Ofsted and insurers will be informed.
- A child needing on going medication will have an individual health plan which will detail what to do in case of emergency.
- Unwanted / unused medicines or out of date medication will be returned to the parent/carer for disposal/on-going use.
- Staff are not permitted to take drugs during their contracted hours of work other than those prescribed by a doctor and considered appropriate for intake while working with children.

As per the Ofsted 'Giving medication to children in registered childcare': *When we use the word 'prescribe' we mean medicine that is recommended. When we use the word 'prescription' we mean written instructions from a doctor or dentist.*

Reviewed and updated 22nd October 2014



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Signed: 
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