



ADMINISTRATION OF MEDICATION

The pre-school recognises that the need for medication is a regular and vital part of many young children's everyday lives. All pre-school staff should be familiar with this policy, and must only undertake the administration of medication when they are sure they can do so safely.

Duties of Parents / Carers

- To inform the leader in writing about your child's health care needs before admission, and as soon as there are any changes in their needs.
- Medication has to be prescribed by a doctor and clearly labelled by a Pharmacist with the dosage or usage per day the medication must be for the current illness. Creams or medication cannot be labelled with "as directed by the prescriber" as this does not give clear directions for usage or giving . The only exceptions to this are nappy creams, teething gels or liquids.
- To provide any medication required, ensure it is fit for use and clearly labelled.
- To provide prior written consent on Parental Consent form.
- To pass on to the staff named on a Parental Consent form any information about the side effects or adverse effects of the medication that your child is taking, whether administered at home or the day care.
- To inform staff of any medication given to your child earlier that day.
- To ensure that the named staff understand how and when to administer the medication. No staff may undertake the administration of any medication until they are confident in the process.

Consent

Parental consent must be given in writing on the Parental Consent Form, before any medication can be administered. Consent can only be for one or more named members of staff to administer the medication. Parents are responsible for ensuring that the named staffs are fully aware of how and when to administer all medication. Consent must be given for each medication and must be regularly renewed as follows:

- Regular prescribed medicine – Every 6 months, and when the dose is changed.
- Short term medicine – For each episode of illness, and for each medicine.
- Medicines for emergency use – Every 6 months, and when the dose is changed

Supply

The parents must supply all medication. Prescribed medication is only for the person for whom it is prescribed and must not be used for anyone else.

Storage

These storage requirements apply to all medications on the premises, even those not intended for the children. Inhalers are stored in an unlocked cupboard for easy access in an emergency; all other medications should be stored in the fridge or cupboard. Medications for internal and external use must be kept separately.

Administration

Prescribed medication (except injections) must be administered in accordance with the prescriber's instructions on the dispensing label. These instructions must be in full, detailing the amount and frequency. Everything on the label must be read and taken into account before administration. Medications used occasionally to control some symptoms must have extra written instructions detailing the circumstances of use.

Prescribed medication (injections and other special administration techniques) may only be after an appropriate professional has trained the named staff. Training for staff must include recognition of the onset of symptoms requiring the special care and treatment, how to treat and when outside help must be obtained.

Medicines for emergency treatment must be provided by the parent clearly labelled in the original container as dispensed. The directions on the label must specify the dose needed and any other instructions about its emergency use. It is the responsibility of the parent to ensure it is fit for use and the parent must ensure that they provide a new supply promptly when necessary.

Records

The parent must give the manager or staff member all appropriate medical and other information at the time of admission. New medication must be noted on a new Parental Consent Form, at or before the child's next attendance at the pre-school.

When medication is administered an entry must be made in the Medication Record sheet and signed by a staff member. The parent must sign the Medication Record sheet at the end of the day. Parents must be informed if the medication was refused immediately or if it is

thought an error has been made. Parental Consent Forms and Medication Records must be treated as confidential and kept for at least 21 years and 3 months.

If your child is given anti-biotics by your doctor then your child has to have 48 hours of anti-biotics at home before returning to the pre-school this is to help your child have a speedy recovery because when they are unwell their immune system is low and secondary infections may happen. Even if your Doctor comments that the child can be in pre-school, it is our policy to abide by our policies, for the safety of your child and other children in the setting.

Policy Adopted September 2019

Director:

Company secretary:

Woodcroft pre-school and wrap around care.