



# MEDICATION POLICY

Current Version 4.0

## Medicines

- Drugs and medicines cannot be administered by our staff unless there are exceptional circumstances: parental written permission and instructions must also be given. Medicines must be brought into Pre-school with the details of prescribed doses in the original packaging. Permission is confirmed by completing a 'Medication consent' form or 'Emergency medication' form. Please be advised that in an emergency medical situation where prior written permission has not been given to administer medicine, an ambulance will be called.
- For life-saving medication, such as an EpiPen, Pre-school requires a letter from the child's GP/consultant with details of the child's needs. A Health Care Plan will be drawn up with input from parents. All details of the HC plan etc will be sent to our Insurance company - through Early Years Alliance. Staff will need to be trained to administer such medication by the GP, or nurse specialist, or through Paediatric First Aid training. Training must be specific to the individual child concerned.
- For those children who have a medical condition which requires long term medication, prior parental permission will be recorded on a Health Care plan with instructions for when it should be administered. Parents will be asked to sign this form on collection of their child as and when the medication is administered. If required, these medications will be kept on site for as long as they are required and must be replaced by the parent when they expire.
- Medication will be stored out of children's reach and strictly in accordance with the product instructions. Medication must be in date and in the original container in which it was dispensed. The label (which must be in English and legible) must include the instructions for administration. We will only administer the dosage and frequency indicated on the instructions.
- Prescribed medication can only be given to a named child; we cannot administer to any other child, including a sibling, any medication that is prescribed for another named child.
- Children who are taking medication may attend Pre-school provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness and they are well enough to fully participate in Pre-school activities; this is at the Manager's discretion.
- Parents, or carers will be contacted and asked to collect their child if he/she develops a temperature during the session. In exceptional circumstances, (such as a parent being delayed and the temperature continuing to rise) we will administer over-the-counter medication for fever relief. However, we will only do this with written permission beforehand from parents as stated on our Emergency Medication Form. We follow the



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same recording procedures as those for prescribed medication.

We will only administer Calpol if your child has been given a dose on a previous occasion and with no ill effects.

- Children will not be admitted to the setting if they have been given Calpol before they are due to attend.
- Cuts, or open sores, should be covered with an appropriate dressing.
- Parents will have the opportunity to discuss health issues with staff and will have access to any information available to us. We maintain links with local health visitors and the local health authority.