



Whiteley Preschool Medication Policy and Procedure

Whiteley Pre-school promote good health of children attending the setting. We encourage the use of and correct disposal of tissues and hand washing. We encourage a healthy diet, access to the outside environment daily and appropriate clothing to be worn. Whiteley Pre-school have a policy and procedure for responding to children who are ill or infectious. #

Prescribed medication

The Statutory Framework states that 'medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist'. Whiteley Preschool can administer prescribed medication with prior written consent. The medication must be clearly labelled with the child's name, expiry date and medication name, unless it is prescribed over the counter medication.

The medication will be stored in a lockable medicine box within the woodlands room cupboard or in fridge if necessary. Whiteley Pre-school will not accept medicines that are not in their original containers as originally dispensed.

Non-Prescribed medication

The pre-school does not normally administer non-prescribed medication, but we will do so at the expressed wishes of the parent with prior written consent. Whiteley Pre-school will not administer any medicine containing ASPIRIN unless prescribed by a doctor. Medication will be stored in a lockable medicine box within the woodlands room cupboard or in a fridge if necessary.

Administering medication

- Two members of staff will be present when all medicines are administered.
- Both members of staff must check that the correct medicine and dosage is given to the correct child. One staff member administered the dose, witnessed by the other and both must sign the medical consent form.
- Medicine will only be administered by a qualified first aider and we do not allow trainees, students or volunteers to administer medicines.
- The administration of the medicine is accurately recorded, signed by both staff members and countersigned by the parent.
- If antibiotics are prescribed, then the children **MUST** have been taking the antibiotics for 24 hours, before they can come back into preschool.
- The staff will not give the first dose of any medicine in case of an allergic reaction.
- Staff **MUST** ask when the child last had the last dose of medication.

All medicines must be clearly labelled with the child's name.

All short-term medication must be returned to the parent at the end of the session.

Training will be supplied by Whiteley Preschool for staff where administration requires medical or technical knowledge.

Medication forms

Written parental consent must always be sought before administering medicines, forms will be handed to parents on arrival at the preschool depending on the type of medication to be administered.

- Parents will be asked to complete one section of the medication form and staff must complete the sections relating to checking the medication and the recording of when a medicine has been administered.
- Parents must keep staff up to date with any change of circumstances relating to the use of medicines with their child. This is particularly relevant for the use of long-term medicines and asthmatics.

Staff medication

The EYFS states that “practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children” Staff must ensure they are fit to work and care for the children and medical advice must be sought if practitioner’s ability to care for children could be affected. Whiteley Preschool understand it might be necessary for staff to take prescribed or nonprescribed medication. Whiteley Pre-school want to ensure safety and support for their staff and children.

- It is important that staff report the medication name and dosage they are taking in case they need any emergency medical attention.
- Staff medication must be kept in the lockable medication box in the woodlands room or in the fridge and not in staff member’s bags, which could be accessed by the children.
- A staff medication form must be completed if a member of staff is to take medication whilst on site or before their working day.

Health Care Plans

Where a child has a long-term medical condition such as diabetes, epilepsy or anaphylaxis a health care plan must be put in place with the parent, Preschool Manager or SENCo and relevant health care professional. Advice from the relevant health care professional will be sought to determine whether the administration of the medication requires training.

Health care plans must be developed prior to the child starting at the Preschool. If the condition develops when the child already attends the Preschool, then a health care plan must be developed immediately with the input from parents and relevant health care professionals. In some cases, it might be necessary for childcare to stop until the health care plan and appropriate training has been put in place. This will be determined by the Preschool Manager after consultation with health care professionals. This is to ensure the Preschool is a safe place for the child and that Preschool staff can meet the needs of the child appropriately and provide the level of support that is required.

Policy adopted on 8th April 2013

Reviewed on 31st January 2019

Signed Chairperson