



Strawberry Hill Pre-School

Medication Policy

Prescribed Medication

A child may attend the pre-school whilst receiving essential medication as long as one or more of the following applies:

- The child has a long term medical condition and requires on-going treatment.
- The child is well and not distressed but needs to complete a course of treatment in order that they remain well.
- A risk assessment has been carried out for that individual child and additional advice/support taken from their GP or other medical advisors. Parents will also be asked to contribute to the risk assessment.
- Parents will receive a health care plan which will include emergency procedures if necessary. This care plan will be reviewed every six months unless changes to the child's health requires it to be done earlier
- That they are no longer infectious.

It is our policy that we will administer any prescribed (by a doctor, nurse or pharmacist) essential medication to a child under the direct authority of the parents, so long as the child has had at least one dose or course of the medication before.

The setting is required to hold a medication file, which contains completed medication forms for any current treatments. Once the course of treatment is completed, these forms are added to the child's record.

When the child arrives with its parent/carer the child's key-person will ask the parent to complete the medication form informing us if the child has had the medication before arriving at the nursery, the correct dosage, times of administration, confirmation that the child has had the medication before (at least one dose), and confirmation that the medication is prescribed by the child's GP. This form must then be signed and dated.

The parent is required to sign this form each day for the duration of the course of medication, unless the treatment is long term in which case the form will be signed at the end of each week.

Medication will be clearly labelled and stored in either a sealed box in the fridge or in a sealed box in the nursery office with any other medication that is current.

Any training required will be specific to the individual child concerned and be provided by a relevant health professional.

The child's key-worker will administer medication and the Nursery Manager will countersign the medication form and will check all doses of medication. The form details the child's name, medication date, dose, who administered the medication and who checked the medication dosage.

Medicines which may be needed quickly in an emergency will be kept in the key worker's possession (i.e. bum bag)

Non-prescribed medicines – Fever reducing medication

In the event of a child having a dangerously high temperature we will administer Calpol (or the equivalent) under a parent's wishes only after the following precautions have been taken:

- The nursery have obtained prior written consent to administer medication from the parent/carer which will include the details of dosage given, when and by whom.
- That this is not the first time the child or baby has tried this type of medication
- That the expiry date has not elapsed
- All methods of cooling down the child by other means have been attempted.
- Parents have been notified and the time delay for collection would put the child at greater risk or discomfort.

When the child joins the setting, parents will be asked to complete a non prescribed medication form (Calpol etc), which will be kept on file in the event of an emergency. Parents will always be contacted for permission before the nursery administers non-prescribed medication and the child must still be collected as soon as possible. A medication form will be completed.

Welfare of the child:

If parents/carers choose not to complete this form they should be made aware that they would be required to collect their child at short notice, to ensure the nursery act in the best interest of the child.

Cough medicines/ teething gels/sun creams/lotions/ nappy creams

When the child joins the nursery, parents will be asked to complete a non prescribed medication form prior to the child starting at the nursery which will include:

- Prior written consent from parents/carers which will include the details of dosage given, when and by whom.
- Confirmation that this is not the first time the child or baby has tried this type of preparation
- That the expiry date has not elapsed

Public liability insurance:

We will inform our insurance company to ensure we comply with the requirements of insurance regarding administering medication and preparations.

Outings:

A risk assessment will be carried out prior to the trip to ensure the individual child's needs are met.

Guidance: This procedure is written in line with current guidance from 'Managing Medicines in Schools and Early Years settings'

Policy written on 19 November 2010 by Lisa Neagle

Reviewed on 8.9.11, 8.9.12, 8.9.13, 10.9.14

Next review date 9 September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

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