

Medicines Policy

- Medicines should only be bought into the pre-school where it is important to a child's health.
- Our setting can only administer medicines prescribed by a doctor, dentist, nurse prescriber or a pharmacy prescriber, or where a child may need paracetamol suspensions / creams at times of teething, when a signed non – prescribed form is filled out.
- Medicines need to be provided in the original container or tube and named.
- The supply, possession and administration of some medicines are controlled by the misuse of drugs act and its associated regulations. Some may be prescribed as medicines for the use of children. Any member of staff may administer a controlled drug to a child to whom it is prescribed (controlled drugs will be kept in a lockable cabinet).
- Written permission is required for the administration of medicines within the setting. Two forms are available, prescribed and non- prescribed, medicines cannot be administered if one of the relevant forms are not signed by a legal guardian.
- When a previous non- prescribed medicine has been available with signed consent, and parents have asked for the medicine to be kept in a lock first aid cabinet in the setting for future use, and some time has passed between last administer and the need for administer, telephone permission will be sought. Name, date, time and dosage will be recorded on the permission slip and signed immediately on collection of the child.
- All prescribed medicines, i.e. inhalers, creams, anti-histamines are checked monthly for expiry dates
- If a child refuses to take the medicine, a note will be made in the records and parent/carer will be contacted immediately
- Information on medicine will be checked: Name of child, Name of medicine, Dose, Method of administration, Time and frequency of administration, any side effects and expiry date.
- All medication needed quickly should not be lock away but kept in a place to access in emergencies. Asthma inhalers are kept in an individual named bag at side of first aid cabinet for ease of access.
- First aid kit is checked monthly by first aiders
- For children with a long-term medical condition a health care plan will be completed with parent/carer.
- On educational visits our pre-school will encourage children with medical needs to participate fully. This may conclude specific risk assessments for these children.
- On administering medicines parents will need to complete and sign the record of medicine administered to individual child, a record will be kept of what staff have administered medicine.
- Training will be given to staff on administering medicines where appropriate, i.e. Creon's, Epi- pens etc.

This policy was adopted at a meeting of the setting on (date).....

Signed on behalf of the setting.....