



Medication

We recognise that there are circumstances when there will be children at Pre-School who require prescribed medication. To promote and maintain the health and well-being of the children in our setting, staff implement the following medication procedures, which comply with current legislation.

Please note: A child taking prescribed medication must be well enough to attend the setting. As detailed in our Illness policy, parents will be asked to collect any child who is considered not well enough to be at Pre-School.

Medication Procedures

- Staff will only administer medication that has been prescribed by a doctor, dentist or nurse.
- Prescribed medication will only be administered to a child on the written permission of the parent. Parents will be asked to complete and sign a Medical Permission form and this will be kept in the Medical file in the Managers' drawer.
- Medicines must be in their original containers and clearly labelled. They will be kept in the fridge or First Aid cupboard.
- The member of staff administering the prescribed medication will always be observed by another member of staff. After giving the medication, the member of staff must fill in the Medication Record form and get it counter-signed by the observing member of staff. The parent will be asked to read and sign the Medication Record form upon collecting their child. The Medication Record form will be kept in the Medical file in the Managers' drawer. The prescribed medication will be returned to the parent.
- If a child requires ongoing prescribed medication, the parent will be asked to complete the Medical Consent for Ongoing Medication form. This form will be signed and counter signed by staff when the prescribed medication is administered. The parent will be asked to read and sign the Ongoing Medication form upon collecting their child and it will be kept in the Medical file in the Managers' drawer.

Nappy Cream/Vaseline

If a child requires nappy cream or Vaseline (for sore lips/dry skin), a parent must complete and sign a Medication Permission form or On-going Permission Slip. The form should state when and how the cream should be applied. The nappy cream/Vaseline must be labelled with the child's name, given to a member of staff and kept in the changing cupboard in the bathroom. Creams/Vaseline must never be left in a child's Pre-School bag.

Medication Administered Prior to Attending Pre-School

It is important for a child's health and well-being that we are informed of any medication they have been given that day prior to attending the setting. If a child has had medication prior to attending Pre-School, parents are asked to inform their child's key person or a manager and then complete a Prior Medication Form.

Long Term Medical Conditions

- All children are welcome at our setting, irrespective of any special needs or long term medical conditions.
- If a child with a long term medical condition is to attend Pre-School, we will work together with their parents to develop a health care plan to ensure that we effectively meet their needs whilst they are at the setting.
- The Health Care Plan will detail the medical condition, how to recognise when the condition is getting worse and when medication or assistance is required.
- Where necessary, all staff will receive appropriate training to support the child's individual needs.