

Medication Policy

If a child is prescribed medication the following procedures will be followed:

- If possible, the child's parents/carer will administer the medicine. If not, then medication requirements must be discussed with the manager.
- Medicine which needs to administered every four hours i.e. calpol and antibiotics will not be administered by staff in pre-school hours.

Where local regulations require it, guidance will be sought from Social Services before people other than the parents agree to administer medicines.

- A request medication form must be filled in by parents/carers before any medicine can be administered, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.

- All medication will be kept out of the reach of children.

- Individual sheets will be available to log in: name of child receiving medication: times that medication should be administered: date and time when medication is administered: together with the signature of the person who has administered each dose and the person who witnessed it.

With regard to the administration of life saving medication for children with known medical conditions such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the pre-schools insurance company. We will seek medical advice from the community nurses to receive appropriate training to meet the individual medical requirements before the child can be admitted to pre-school. We will follow the guidance from "Administering Medication in Schools".

- It is the parents/carers responsibility to inform staff of any changes.