



Heronswood Pre-School & Wraparound

MEDICINES POLICY

Prescribed medicines

Whilst it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being, or when they are recovering from a non-contagious illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

Medication should have the child's name on and the prescribed dosage must be clearly visible and must be in date. This label is normally printed and stuck to the medication where the medicine is prescribed, Doctor, Hospital or Chemist.

A medicines record is kept and a separate entry is needed for each dose of each medicine. We will not administer anything that is not recorded in this way. It is not, therefore, sufficient to send a note, and responsibility will not be passed on from Pre-School to the afterschool club.

Medicines will only be administered by the manager or deputy manager or a qualified first aider. The medication records book must be completed after each dose, and countersigned by another member of staff and the parents asked to sign the book when they collect their child.

Un-prescribed medication

Un-prescribed medications such as paracetamol, Calpol or cough medicines will only be given if beneficial to the child and parents have filled in the medication records book. In addition the child must be well enough to attend the setting.

Emergency Medicines

If a child requires emergency medication to be kept on the premises, for example an epi-pen, the parents should provide:

- The medication, clearly labelled with the child's name and any special instructions.
- A letter from the child's GP stating that they are fit to attend the group, what the medication is, what it is for, when and how it should be used, what training of personnel is required and any other relevant information.
- A letter from the parent/carer giving the group permission to administer the medication.
- A completed care plan, with photo of the child, emergency contact details and parents signature.

Only staff who have received relevant training will be allowed to administer such medication.

Inhalers

We aim to ensure that children and adults with asthma are able to participate fully in all aspects of Pre-School.

Please see separate Asthma Policy for full details.



Managing medication on trips and outings

All staff are made aware of the child's needs and the medication required. The manager or deputy manager or first aider will administer the required medication.

Medication is clearly labelled with the child's name and taken on trips or outings in a clearly labelled bag. Inside the bag is a copy of the consent form and a record is taken of when the medication is administered, which is then stapled into the medication record book on returning to the setting. The parent then signs this record.

Policy written – February 2017

By Pat Croom – Pre-School Manager

Ratified by Governors – May 2017

Policy to be reviewed – February 2019