



Administration of medicine within Pre-School

Children on medication are not to attend pre-school (except those on long term medication). Paracetamol and similar medicines will not normally be dispensed at Pre-School.

The Pre-School Leader (or nominee) will only administer medicines prescribed by a doctor.

You will be given a consent form which should be completed by the parent or guardian of the child and be delivered personally, together with the medicine, to the Pre-School Leader or nominee.

The medicine should be in date and clearly labelled with:

1. Its contents
2. The owners name
3. Dosage
4. The prescribing doctor's name

The information given on the consent form is requested in confidence, to ensure that the Pre-School Leader is fully aware of the medical needs of your child.

When the Medicine has been administered a record will be kept detailing time, dosage etc. The person who administered the medicine will make a written record of such each time the medicine is given. This is to be countersigned by the parent on collection of the child.

2 members of staff will always be present whilst medicine is being administered.

Staff will receive appropriate training and support from health professionals to administer certain medicines.

If a child refuses to take the prescribed medicines despite every encouragement, this will be recorded and parents will be notified as soon as possible.

All medicines may be harmful to anyone for whom they are not appropriate. The setting will ensure that medicines are stored in their original containers, clearly labelled and inaccessible to children, where necessary; medicines will be stored in a fridge. Attention will be paid to product instructions relating to temperature. Staff will be briefed on the location of all emergency medicines.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.