

Administering Medicines Policy

At Dilton Marsh Pre-School we are aware that some children may be able and well enough to attend their sessions despite needing regular medication for a wide variety of reasons.

Aims

To encourage children (and parents) to return to Pre-School life as soon as possible following an illness, provided they are no longer contagious.

To reassure parents/carers those children with illnesses, such as Diabetes, are able to continue to partake in the daily routine with as little disruption as possible and receive their medication in a proper and professional manner by a trained member of staff.

Medication procedures

- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions. **ONLY PRESCRIPTION MEDICATION WILL BE ADMINISTERED.**
- Written information will be obtained from the parent, giving clear instructions about dosage, administration of the medication and permission for a member of staff to follow the instructions. If medication has been administered before arrival at Pre-School staff would need to know the exact time that it was given.
- All medications will be kept in a lockable cupboard.
- A medication form will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who administered each dose.
- With regards to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company. (In the case of pre-school insured with Sun Alliance, this will be through the insurance Officer at the Pre-School Learning Alliance National Centre) Administration training will also be sought from a health care professional with the agreement from parents.
- The pre-school will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in their packages until needed and expiry dates checked regularly.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....