Templegate Tiny Tots Pre-school

Policy for administration of medication

Registered Co. No. 7394284 Charity No. 1140718

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child’s needs for medicines, and for keeping the information up to date.

**Aims/objectives**

The Pre-school welcomes all children and will take the necessary steps to support those with medical conditions and allergies to enable them to participate in all activities

**In order to do this, we will**

Work with parents to ascertain the nature of the condition

Show parents a copy of this policy

Provide guidance and training for staff in administration of medication

Ensure members of staff have immediate access to medication

Ensure the group environment is favourable

**Roles and responsibilities**

Medicines will not usually be administered unless prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor). Anti-biotics will not usually be administered until 48 hours after the first dose in case of allergy.

Adults are responsible for their own medication and they should sign a disclaimer regarding no liability being attached to the pre-school.

If the child is on prescribed medication, the following procedures will be followed.

Parents/carers

* Notify the pre-school of any known medical conditions or allergies
* If possible, parent’s should administer medication, if not, then medication must be clearly labelled with child’s name, dosage and any instructions
* Give signed permission for a qualified person to administer the medication, written instructions about dosage, administration and full details of medication given that day.
* When medication has been administered, parents should sign the medication book at the end of the session

Responsible adult

* Store medication, together with dosage details, in named bags in a named container in the store room out of reach of the children
* Record full details of medication and administration on the individual child’s medication sheet and sign when administering each dose
* Check medication expiry date and return to parent if out of date
* Another member of staff should witness the administration of medication
* All medications will be taken on outings and emergency evacuation. If administered, this must be recorded on the child’s medication sheet on return to the pre-school

Manager/officer

* Clarify the position with the pre-school’s insurance company, relating to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers and Epipens.
* Approach Social Services for guidance if necessary
* Provide training and support for staff relating to the administration of medication
* Alert all members of staff to children with food allergies especially those preparing snacks
* Display photograph of child and list of allergies in the kitchen area

This policy was agreed at a meeting of the pre-school on ........................... Review date .................

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