



Medicine Administration Policy

The Preschool staff will only give a child medication prescribed by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor) subject to the following conditions:

- Medication must be in its original container, with the official label by the Pharmacist stating the child's name, dose and how it should be stored.
- Parent/carers to sign the Medication book, prior to any administration of medication. This will state the name of the child, name of the doctor, date the medication starts, the name of the medication, the dose and times of when the medication is to be administered.
- The prescribed medication must be in date and prescribed for the current condition.
- The administration will be recorded accurately each time it is given and is signed by the member of staff who has given the medication. Parent/carer to sign acknowledgement of the administration when collecting the child each day.
- The medication will be stored in the fridge (if stated) clearly visible for all staff. Or in the Blue wall cupboard.
- Constipation medication is to be in a labelled container (child's name and contents) and handed to a member of staff. To be kept separate from other drink containers. Staff to supervise administration and to be entered into the medication book.
- If the administration of a prescribed medication requires medical knowledge, authorised training by a health professional will be provided for the relevant staff.
- Inhalers are allowed within the preschool. Their use, and where they are to be kept will be discussed individually with the parent/carer. A medication sheet stating the particulars will be completed and signed by the parent/carer and relevant members of staff.
- Non-prescribed medication will not be administered.

Non-prescribed medication such as Calpol will not be given unless authorised by a Paramedic/Doctor with an accepted health reason to do so and parents cannot be located or cannot get to preschool in time. e.g. if a child has a high temperature and suffers from febrile fits or has a broken limb and pain relief is needed. The staff may contact the child's doctor's surgery for advice. The Preschool keeps Calpol sachets (kept in blue wall cupboard in a marked container) only to be used for this purpose.