



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Medication Policy

Aim

The Pre-School aims to effectively support individual children with medical needs. Children who are taking prescription medicine must be well enough to attend the Pre-school.

Method

Before staff in the Pre-school setting can agree to administer medication to a child, there are certain conditions to be met:

- The medication must be prescribed by a doctor, dentist, nurse or pharmacist.
- The medication should be in its original packaging.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions before any medicine is administered.
- The dosage and timing requested should match the instructions on the package / bottle.

If a child has long-term medical needs, parents must provide staff with sufficient information about the condition for them to manage it effectively.

With regard 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. If specialist knowledge is required, staff involved in administering the medication will receive training from a qualified health professional.

A medication book will be available to log: the name of the 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 has administered each dose.

All medication will be kept out of children's reach in the kitchen, the door to which is bolted at all times.

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: