Anlaby Park Methodist Pre-School

Medication policy

We promote the good health of children attending the Pre-School and take necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child’s needs for this, and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the Pre-School, strict guidelines will be followed.

**Prescription medication/Long term medication**

* Prescription medicine and long term medication will only be given to the person named on the bottle/box for the dosage stated
* Medicines must be in their original containers
* Those with parental responsibility of any child requiring prescription medication must allow the manager/deputy to have sight of the medication. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details
* Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will accept written permission once for a whole course of medication or for the on-going use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents should notify us IMMEDIATELY if the child’s circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
* The Pre-School will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor’s letter
* The parent must advise the Manager/Deputy if the child has been given the medication before coming to Pre-School; this information will be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent’s signature must be obtained at both times
* At the time of administering the medicine, the manager/deputy will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
* If the child refuses to take the appropriate medication then a note will be made on the form
* Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response

**Non-prescription medication**

* The Pre-School will administer non-prescription medication only when advised to do so by the child’s doctor or specialist/consultant.
* For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name
* If any child is brought to the Pre-School in a condition in which he/she may require medication sometime during the day, the manager/deputy will decide if the child is fit to be left at the Pre-School. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
* As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the Pre-School, together with the times and dosage given
* The Pre-School DOES NOT administer any medication unless prior written consent is given for each and every medicine
* In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

**Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic.

**Medication containing aspirin**

The Pre-School will only administer medication containing aspirin if it is prescribed by a doctor.

**Staff medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

Staff medication should be kept with their personal belongings in the cupboard that children do not have access to.

**Storage**

All medication for children must have the child’s name clearly written on the original container and kept in a closed box, which is out of reach of all children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach and under supervision at all times.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist’s details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

**This policy was adopted on 20th  November 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: November 2023**