



Brenchley Preschool

Medication / Sickness and Illness Policy and Procedures

Brenchley Pre-School recognises that some children will have medical needs, which may have to be met during the time that they spend at the Pre-School. We shall try to ensure that a child participates as fully as possible in Pre-School life within the constraints of their medical condition and that they should not be made to feel excluded or “different”.

We recognise that parents are a child’s main carers and that they are responsible for ensuring that their child is well enough to attend Pre-School. The Brenchley Pre-School application form requests parents to give details of any medical condition that the child suffers from and any treatment or special care that may be needed whilst at Pre-School. The Manager/Health & Safety Officer will discuss these medical needs with the parents and together they will draw up a health care plan for the child. To ensure the best care for the child, other members of staff will have to be informed of the child’s medical condition, although the Manager will seek the parent’s permission before sharing any information with other staff members.

It should be noted that we are only able to administer **prescription** items, clearly marked with the pharmacy/doctors instructions regarding dosage and the child’s name.

In the case of antibiotics we can only administer these if they are required 4 x daily. Only if your child attends Breakfast Club and After School Club we can then administer 3 x daily. Children should have had been taking this medication 48hrs prior to returning to pre-school due to allergic reaction to medication.

Sickness and Illnesses

Please be aware that should your child be ill or have one of the infections listed on our **Guidance on Infection Control Notice** then we will expect **ALL** parents/carers to abide by this Notice.

If an illness is not listed then please contact the pre-school who will willingly advise you of the necessary course of action to be taken.

Training must be provided for staff where the administration of medicine requires medical or technical knowledge prior to the child commencing preschool.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign the consent forms stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted; and signature, printed name of parent and date

In the child’s healthcare plan a designated member of staff, who has experience and has had training from a Medical Professional with dealing with this particular condition - will be responsible for managing the

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child's medical needs. The responsibility will encompass appropriate training and permission to administer medication. Branchley Pre-School recognises that staff terms of employment do not include giving medication and that if a member of staff does not wish to accept this responsibility, we shall respect his/her wishes.

Where possible, we shall request that parents try to ensure that medication be taken outside school hours, but where this is not practicable, the parents will be required to complete the form for pre-school to administer medication, which will contain full details of the dosage and frequency of medication, any possible side effects and emergency procedures. For children with long-term medical needs, this will be a supplement to the child's health care plan and it is the responsibility of the parents to ensure that the Pre-School is kept up to date at least every six months with details of any new medication or dosage requirements and that these are discussed with the authorized member of staff.

For short-term medical requirements - e.g., finishing a course of antibiotics - parents will also be required to complete a form and to give it to the Manager/Health & Safety Officer. The Manager/Health & Safety Officer will then designate a member of staff, to administer the medication.

In all cases the medication must be clearly labelled with the name of the contents and of the child and handed directly to the Manager or designated member of staff. All medication will be kept in a secure place out of sight and reach of the children, and where appropriate, can be refrigerated. In the case of inhalers for asthma attacks, the appliance must be easily accessible to the designated member of staff. Any medication kept overnight at the premises will be locked away.

Each time the medication is given, the member of staff and one other witness to countersign correct amount is dispensed and given to child. They will complete a record which will be kept on file at the Pre-School.

It is the responsibility of parents to ensure that they bring sufficient medication for the child's session(s) at the Pre-School. If the child is going to be away from the Pre-School premises e.g. a visit to the local primary school, the authorised member of staff will ensure that the child's medication is brought, if this is appropriate.

In the rare instances when a member of staff has to administer intimate or invasive treatment, the Manager will also need to be present.

For children with anaphylaxis (extreme allergic reaction), it is the responsibility of the parents to inform the Manager of the nature of the allergy and to complete a health care plan. We shall make every reasonable attempt to minimize the risk of the child being exposed to the allergen, but we recognise that it is not feasible to promise complete exclusion of any allergen.

In the events of a medical emergency, a member of the Pre-School staff will contact the emergency services to arrange for an ambulance and will also contact the child's parents. The member of staff will remain with the child until the parent arrives.

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Our Health & Safety Officer (Helen Excell) will review children's health care plans and check that any medication held to administer on an 'as and when' required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Medication for children that is stored on a regular basis is stored in the medication cupboard in toilets (Rainbows), first aid cupboard (Teddy's Class)

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Manager/Health & Safety Officer. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other Pre- school activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary, where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Staff Taking Medication

- Medical advice needs to be taken to ensure that any medication that staff take will not affect their ability to care for children.
- All medication needs to be stored securely and out of reach of children at all times.
- Paracetamol and Ibuprofen are kept on site in a lockable cupboard should staff require these during the day. Staff will need to ask for these and sign a medication form upon receiving the medication.
- Staff taking medication need to provide information to the Health & Safety Office of name of medicine and dosage.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the person assigned for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken together with the consent forms and recording documents.
- If a child on medication has to be taken to hospital, the child's medication is taken with the child together with consent forms and recording documentation.
- As a precaution, children should not eat when travelling in vehicles

Legal framework

- Medicines Act (1968)
- Human Medicines Act 2012.

Further guidance

Managing Medicines in Schools and Early Years Settings (DfES 2014)

This Policy was reviewed at a Management Meeting held on 1st September 2025.

A handwritten signature in black ink, appearing to read 'Victoria Relle', is centered on the page.

Mrs Victoria Relle - Chairman of Brenchley Preschool



Brenchley Pre-School Limited

Medication and Sickness Policy

Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Trina		
Elaine		
Claire		
Eryn		
Lucy		
Lizzie		