

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 this information up-to-date.

ST ALBAN'S PRE SCHOOL

6.1 Administering Medicine

As a general rule we do not administer medicine in Pre School. A child requiring medicine would be advised to stay at home. Pre School does not undertake the care of unwell children and the Head of Pre School may ask a parent or carer not to leave a child if they feel they are unwell.

Any chronic conditions such as Asthma are an exception to this rule. In such circumstances written consent from parents is sought, along with a written procedure for administering any medicines.

The medicine must be clearly labeled with the child's name dosage and any other instructions. The medicine would be kept in a secure place in the kitchen. Staff should administer the medicine witnessed by another member of staff. An entry would be made in the medication part of the accident book, where the written permission would also be kept. Staff would note the name of the child, the date and time, the signature of the witness. The parent would also sign to acknowledge the dosage given.

Parents who would have a child in Pre School with such a chronic illness should be asked for an account of illness/special need to be kept with the child's records.

This policy was adopted by	<u>St Albans Pre School</u>	<i>(name of provider)</i>
On	<u>23 January 2026</u>	<i>(date)</i>
Date to be reviewed	<u>23 January 2027</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	