

## Promoting health and hygiene/safeguarding

### Illness/Administering medicines Policy

#### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor is administered.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form 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 and time
  - how the medication should be stored and expiry date;
  - signature, printed name of parent and date
- Administration is recorded accurately each time it is given and is signed by staff and a witness staff member in both the child's contact book and on the medicine form.

#### Storage of medicines

- All medication is stored safely in an out of children's reach draw or refrigerated. Where the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

If a child has additional health issues that requires medication then these should be discussed with the Pre School managers before the child starts at the setting.

- If children have an ongoing health related issue such as seizures the managers will ensure a care plan is in place and appropriate medical training is given by a professional nurse.
- All First Aiders and staff have up to date qualifications.

Signed

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Stacey Humphrey (Pre School Manager)

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