



## Medicines Policy

### Rationale

***Selsdon Park Pre-School is committed to ensuring that children stay healthy and safe. Selsdon Park Pre-School has devised its medicines policy and adopted strict procedures, in relation to the administering and storage of medicines to protect the health and welfare of children and all users of the Pre-School.***

***Selsdon Park Pre-School has written this policy to ensure that best practice and procedures are carried out at the Pre-School. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework and the Safeguarding and Welfare Requirements.***

### Implementation of Policy

- Members of staff at the Pre-School are only permitted to administer medicines which have been prescribed from a General Practitioner (GP) and if the parents or carer has completed the Pre-School's *Administering Medicines Form* before the session (See next point.)
- Parents and carers wishing the Pre-School to administer medicine must complete and sign an 'Administering Medication Form' which are available from the main reception area or by request. ***NO MEDICATION WILL BE ADMINISTERED WITHOUT PRIOR COMPLETION OF THIS PERMISSION FORM.*** The Manager must check the completed form to ensure it includes:
  1. *Child's full name*
  2. *D.O.B*
  3. *Parent's Names and Address*
  4. *Date of completion*
  5. *Name of medicine*
  6. *Name of condition/illness*
  7. *Dosage required to be given*
  8. *Times needed to be given / frequency*
  9. *Length of prescription*
  10. *Storage of medication i.e. refrigerated*
  11. *Signature of parent/carer*
  12. *Signature of Manager (Confirmation the form has been checked by Manager)*
- It is the Managers responsibility to confirm the medicine had been prescribed for the child intended and that it has been prescribed by the local GP.

- The Pre-School reserves the right to decline a request from parents and carers to administer medication which requires a level technical knowledge or training which staff at the Pre-School do not possess the skills or training to carry out safely.
- The Pre-School Manager will refuse a request to administer medication if they feel unable to carry out the task required or feel that they could be placing the child in danger.
- Parents and carers should discuss the issues with a member of staff and agree on the action which is necessary to ensure the health and safety of the child or adult.

### **Procedure**

A member of staff will be assigned to administer medication for each individual child concerned.

#### ***They will also be responsible for ensuring that:***

1. Medication consent form has been completed correctly and signed.
2. All necessary details are recorded and the staff member clearly understands the instructions for the medication. If the staff member is uncertain of any aspect they must consult the Pre-School Manager immediately.
3. The Medication is correctly labelled and stored according to the product instructions, in the original container and with written instructions from the manufacturer stored with the medication.
4. A member of staff must act as a witness to ensure when medication is being administered to ensure that the correct dosage is given and to offer support and practical assistance if required.
  - If a child refuses to take their medication, staff will force them. The Pre-School Manager will contact the child's parent/carer immediately and the incident recorded in the Incident Report Folder.
  - ***Under no circumstances will staff at Selsdon Park Pre-School administer 'over the counter' medication. Only medication that is prescribed by a qualified medical practitioner will be administered at Selsdon Park Pre-School in line with this policy.***
  - Children and adults who carry their own medication will be requested to store the medication safely under the supervision of a member of staff until it is required.
  - It is the parent or carer responsibility to ensure that all medication is clearly marked with the child's name and regularly checked to see if it is still working and in date.

- If the type of medication or dosage changes and differs from information contained on the *Administering Medication Permission Form*, the parent or carer must complete a new form immediately.

***Any questions or concerns regarding this policy should be made to the Pre-School Manager.***

Date written 5-9-16

Due for review 5-9-17