**Medication Policy**

If a child is on prescribed medicine the following procedures will be followed:-

* If possible, the child’s parents will administer the medicine.
* Written information will be obtained from the parent, giving clear instructions about the dosage and administration of the medication and permission for a member of staff to follow the instructions. The batch number on the medication must be recorded and checked before administration.
* All medication needs to come in the original packaging fully labelled with the prescription details.
* A medication book will be available to log in: name of child receiving medication: times that the medication should be administered; date and time when medication is administered; together with the signature of the person who has administered each dose.
* If a child is on antibiotics or has not had the medication before, it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure there is no adverse effect as well as to give time for the medication to take effect.
* Children taking prescribed medicines must be well enough to attend the setting.
* If the administration of prescribed medication requires medical knowledge, staff training will be provided by the relevant health professionals.

These procedures are written in line with current guidance in “Managing medicines in schools and early year’s settings”.

Children who have a long term medical condition

* A risk assessment is carried out for each child with a long term medical condition that requires ongoing medication. This is the responsibility of the supervisor and key person. 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 they think may be a risk factor for their child.
* The training needs of the staff will be part of the risk assessment.
* A health care plan will be drawn up for the child with the parent, outlining the key person’s role and what information must be shared with other staff that care for the child. The health care plan should include what to do in an emergency. This will be reviewed every six months.

Medication on outings

* If children who are going on outings require medication, a risk assessment must be carried out.
* Medication for a child will be taken in a sealed plastic box which is clearly labelled with the child’s name, name of medication, inside the box a copy of the consent form and a card to record when it has been given and by whom.
* On returning to the setting, the card will be stapled into the record book and the parent will sign it.
* If the child requires hospital treatment, the medication should be taken with them with all of the correct details and consent forms.
* This procedure is read alongside the outings policy.

(Legal framework – medicines act 1968)

* With regards to the administration of life saving medicine such as insulin/adrenalin/epi pens or the use of nebulisers, the position will be clarified by reference to the Pre-Schools insurance company.
* Procedure for administration of medicines is displayed on the office wall.
* The Pre-School will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in packages until needed.



This policy was reviewed by Kingfisher Kindergarten Ltd

On 22nd January 2018

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner