



## **Administration of Medicines Policy**

Medicines should only be taken to pre-school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the pre-school hours.

### **Prescribed Medication**

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

- If possible, the child's parent/carer will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents/carers agree to administer medicines.
- Written information will be obtained from the parent/carer, giving clear instructions about the dosage, administration of the medication, permission for a member of staff to follow the instruction and procedure to follow when child refuses medication. Details will be recorded in our Medication Record book.
- A second staff member will ensure that correct dosage is given to a child.
- If a child refuses to take their medication, staff should record the information and contact the parent/carer and follow agreed procedure.
- Medicines should be in the original container as dispensed by a pharmacist and clearly labelled with child's name.
- Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.

With regard to the administration of life-saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified with the Insurance Officer at Pre-school Learning Alliance National Centre.

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### **Non-prescribed Medication**

Non-prescription medicines, e.g. cough preparation, teething gel, may be administered to children in pre-school but only with prior written consent of the parent/carer and only when there is a health reason to do so. Details will be recorded in our Medication Record book the same as prescribed medicines.

All staff/volunteers will not work with children if taking medication that will impair their ability to look after the children.

All staff medication will be securely stored and out of reach of the children at all times.

**Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine**

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