



MEDICATION POLICY

At Little Owls Pre-School & Nursery we promote the good health of children attending our Pre-School. We take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the Pre-School and these are set out below:

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist:

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication.
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly when the child is picked up, the Parent/Guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff (Katie Keeble/Wendy Gale) will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).
- If the child refuses to take the appropriate medication then a note will be made on the form.
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-Prescription Medication

- The Pre-school will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), depending on the medication or the condition of the child. After this time medical attention should be sought.
- If the Pre-School feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse Pre-School care until the child is seen by a medical practitioner.
- For any non-prescription cream for skin conditions e.g. Sudocrem/ nappy cream. This can be applied with verbal consent or if named cream is put in a child's pre-school bag. A Parent/Guardian must be informed at pick up.
- If any child is brought to the Pre-school in a condition in which he/she may require medication sometime during the day, the manager (Katie Keeble) will decide if the child is fit to be left at the Pre-School. If the child is staying, the Parent/Guardian must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the Parent/Guardian is informed of any non-prescription medicines given to the child whilst at the Pre-School, together with the times and dosage given.

Staff Medication

All Pre-School staff have a responsibility to work with children, only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform Katie Keeble (Manager) and seek medical advice.

Where staff may occasionally or regularly need medication, any such medication must be kept either in the office or kitchen and clearly labelled. If a staff member needs easy access to medication such as an asthma inhaler. This will be added to the first aid bag and will be accessible to them. However, it is still stored out of reach of the children.

Storage

All medication for children must have the child's name clearly written on the original container and kept in the kitchen, in one of the fridges or medication such as EpiPens or asthma inhalers will be stored in a first aid bag, within the setting so it is accessible to adults if needed. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.