

**Rainbow Pre-School and Extended Services**

**Medication Policy**

**Policy Statement**

Rainbow Pre-school & Extended Services is committed to supporting children who require medication in a safe manner which protects their wellbeing.

**EYFS themes and commitments**

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| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.1 Respecting each other  2.2 Parents as partners | 3.4 The wider context | 4.4 Physical Development |

**Procedure**

Medical information is obtained from parents upon their child’s entry to the setting via the registration form.

Parents are requested to inform the setting of any changes with their child’s medical details.

Prescriptions provided by a registered General/Medical Practitioner may be administered to children.

Parents/carers must complete a medication consent form for all/any medication, one for each prescription (a blanket consent is not acceptable). This completed form must be handed, together with the drugs/medicines, to a member of staff at the setting complete with the prescription label.

Non pre-scribed creams or ointments will be applied when a parent has completed and signed a medical consent form.

Drugs/medicines will only be administered to the child for whom they are prescribed.

All drugs/medicines must be stored strictly in accordance with product instructions as shown on the original container label. Medication that needs to be refrigerated will be an airtight container and clearly labelled.

Parents must inform staff of the last dose of medication (amount and time) when their child arrives at pre-school.

The actual member of staff administering the dose, must have a pre-school manager/deputy present to witness the administration of medication and both the staff member and manager/deputy must sign the medical record.

A record of drugs given should be made indicating the time, dosage and signed by the person administering the dose, signed by a witness (manager/deputy), parents/carer sign the record to acknowledge the administration of the dose at the end of the session/day.

If a child is reluctant to take the medicine or is immediately sick following administration, this should be noted on the child’s record sheet and the parents informed.

If the administration of prescribed medication requires medical knowledge, individual training will be sought and provided for staff by a relevant health professional. Ofsted and insurers will be informed.

A child needing on going medication will have an individual health plan which will detail what to do in case of emergency.

Unwanted / unused medicines or out of date medication will be returned to the parent/carer for disposal/on-going use.

If children are prescribed any medication by a GP that they have NOT been given before, they may only return to the setting having been given the medicine for 24 hours or longer.

Calpol will NOT be administered, unless in the circumstances of our ‘high temperature policy’, or at the discretion of a manager.

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| This policy was adopted by | Rainbow Pre-school & Extended Services |
| On | 6th September 2012 |
| Date reviewed: | 10th Sept 2013  13th Sept 2014  5th September 2015  9th September 2016  6th September 2017  10th September 2018  5th February 2019  14th Feb 2020 |
| Signed on behalf of the provider | V A Sharp |
| Name of signatory | Vickie Sharp |
| Role of signatory (e.g. chair, director or owner) |  |

Whilst a child can still be admitted into the setting having been given one dose of calpol at home before a session, children will NOT be admitted if they have been given two or more doses of Calpol within a 12 hour period.