



Administration of Medicine Policy

This policy will be reviewed on an annual basis

Aim: To promote the good health of children by administering medicine when children are ill.

This policy is written in accordance to the Early Years Foundation Stage 3.44 page 25.

The parent is asked to keep Pippins pre-school and Nursery up to date with any changes to the child's prescription or in the support needed.

- Medicines which are essential are accepted by Pippins which are in date, have been prescribed to the child by a Doctor, Dentist, Nurse, Hospital or Pharmacist or over the counter medication in accordance with Ofsted's 'Giving medication to children in registered childcare January 2013 No 080290' guidance.
- No medicine will be given to any child without the written permission, prior to medication being administered, by the parent/carer.
- A qualified Early years educator will check the name and date on the medicine (if applicable) before it is administered. Only medicines that are in date will be administered.
- All medicines will be stored in the original container and clearly labelled with the child's name, dosage and any instructions. They will be stored strictly in accordance with product instructions, either in the lockable medical tin in the rocket room, butterfly room or caterpillar room (depending on which room your child is in) or in the fridge, with regard given to how it will be accessed in the event of an emergency.
- The medicine will be administered by a Early Years Educator qualified member of staff who is also qualified First Aider and witnessed by a second early years educator who is first aid qualified; this is then recorded in the medicine log book.
- The log book will be used to record;
 - name of child receiving medication,
 - times that the medication should be administered,
 - date and time when medicine is administered,
 - amount of medication that was administered together with the signature of the person who has administered each dose and a signature of the person witnessing the medication being administered.
 - It should also be noted if a child refuses administration of the medicine.
- The parent/carer will be asked to sign the medication book when collecting their child.
- Each child will have a separate sheet in the log book to ensure confidentiality.

Life saving medicine:

- If the prescribed medicine needs technical or medical knowledge then training will be provided for staff from a health professional. Training should be specific to the child concerned.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20th October 2021

Signed on behalf of the Management Trustee Director

Role of signatory (e.g. chairperson etc.)

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_____ 21/10/21

Chairperson