



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 necessary to children who are unwell.

This policy is written in accordance to the Early Years Foundation Stage 3.46 and 3.47 page 33.

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

- 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 clearly showing an up-to-date prescription label, we can administer over the counter medication.
- Pippins will not exceed the dosage stated on the prescription label or dosage guidance.
- No medicine will be given to any child without the permission from the parent or carer.
- A qualified Early years educator will check the name, amount and date on the medicine before it is administered. Any medicines that have expired its date, including Calpol, Nurofen and antihistamines will not be administered by Pippins Pre-school and Nursery.
- The medication must be in its original container, in date and must be accurate for the ailment.
- Only staff with Paediatric first aid training will be permitted to administer medicine. In an emergency, an ambulance will be called for and parents informed immediately.
- A written record of each medicine or cream administered will be documented containing the following:
 - name of child receiving medication,
 - date and time when medicine is administered,
 - amount of medication that was administered together with the signatures of the person who administered each dose and of the witnessing person.
 - It should also be noted if a child refuses administration of the medicine.
- The parent or carer will be asked to sign the medication record on the same day, or as soon as reasonably practicable.
- Each child will have their own individual medication record to ensure confidentiality.

Life saving medicine:

- Relevant training will given for prescribed medicine as required, specific to the child concerned.

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

Held on Wednesday 19th October 2023

Signed on behalf of the Management Trustee Director

Role of signatory (e.g., chair etc.)

Chair