



Administration of Medicine Policy

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 3.43 page 22.

The parent is asked to keep Kidz Star Club up to date with any changes to the child's prescription or in the support needed.

- Medicines should only be taken to Kidz Star Club when it is essential. Kidz Star Club will only accept medicines that are in date, have been prescribed to the child by a Doctor, Dentist, Nurse 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.
- The playleader/playworker 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 fridge or in KSC cupboard in the Hall, with regard given to how it will be accessed in the event of an emergency.
- The medicine will be administered by a qualified First Aid playleader/playworker and witnessed by a second playleader/playworker; this is then recorded in the medical book.
- The medication 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 page in the medication 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 Thursday 22nd October 2020

Signed on behalf of the Management Trustee Directors

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

Chairman
