



Sherwood Pre-School  
Community. Learning. Progress.

## ADMINISTRATION OF MEDICATION POLICY

Some children may need to have regular medication for long-term medical conditions. The pre-school recognises its responsibility to meet the needs of these children and support them and their parents/carers. Staff will aim to readmit children who have been ill as soon as possible provided there is no risk to the health of other children.

**Medication will only be administered in accordance with this policy or in line with the terms of the pre-school's insurance policy.**

### Long-term conditions

#### Duties of parents/carers

Parents and carers are required to inform the manager of their child's health-care needs before admission. They must:

- complete the appropriate documentation which includes giving written consent for the administration of drugs, if applicable
- provide any medication required and ensure it is fit for use, and clearly labelled
- ensure the staff are aware of any side effects the medication may have on the child, whether administered at home or at the pre-school
- inform staff about any medication given to the child earlier that day
- inform the manager of any changes to the child's condition or medication
- ensure that a supply of the child's medication is always on site. The child will not be admitted into the setting without their medication.

#### Administration

Prescribed Medication (except injections) must be administered in accordance with the doctor's instructions on the dispensing label and/or as directed on the parent/carer consent form.

Prescribed Medication (injections and other special administration techniques) may only be undertaken after an appropriate professional has trained the necessary staff team. This level of training must be equal to the training received by the parents/carers.

#### Training for staff must include:

Recognition of the onset of symptoms requiring special care and treatment.

How to treat the child's condition and when outside help must be obtained.

### Short-term conditions

#### Infections

Medication will be administered on a short term basis if:

- the child is no longer infectious and is nearing the end of the course of antibiotics
- the child is considered to be well enough to join in the group's regular activities
- a mutual agreement is reached between leader and parent, provided this does not have a detrimental effect on other children
- a relevant consent form is completed

If a child is unwell to the extent that they require Calpol or similar medication, then the child is too ill to come to the pre-school.

The Environmental Health Officer must be contacted about suspected food-related outbreaks. When necessary, advice from the Consultant Paediatrician and the Senior Medical Officer in the Croydon Community Health Trust will be obtained.



## Records

Details of any medical conditions and medication required will be recorded on the Registration Forms.

Medications which are held on the premises must be recorded as having been received by the manager or a senior member of staff. The return of the medication to the parent/carer must also be recorded.

### Recording the Administration of Medication

- An entry must be made on the 'medication record' when any medication is administered, signed by two members of staff. The medication record must then be signed by the parent/carer at the end of the session. Parents/carers must be informed if medication was refused.
- Staff are to record when supplies of the medication are running low and need to be replaced. It is the responsibility of the Manager to inform the parent when additional supplies are needed to avoid running out.

## Storage

- All medication must be stored in accordance with the manufacturer's instructions and be inaccessible to the children.
- Expiry dates should always be respected, out of date medicine will be returned to parent/carers.
- Medication for internal and external use must be kept separately.

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