



# Administering Medicines Policy

## Playhouse Pre-School

### Statement of Intent

We believe that children who are sick should be at home until they are well enough to return to the Pre-School. However, we recognise that sometimes children will need medication to help maintain their health and well being or when they are recovering from an illness. In these circumstances, we will agree to administer medication. Administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. We will only administer prescribed medicines. If necessary, we will access help and advice from appropriate sources such as life time nurses through the health service and we will work with the family and other partners to understand how any care plans can be best delivered.

### Consent

Parents/carers must give prior written consent for the administration of medication. No medication will be given unless the Medication book is complete and signed. The form includes the following information:

- Full name of child
- Date of birth
- Name of medication and strength
- Name of prescribing doctor
- Dosage to be given in the Pre-School
- Timing of dosage to be given, if applicable
- How the medication should be stored and expiry date
- Signature, printed name of parent/guardian and date

Details of the member of staff receiving the medication must also be recorded

All staff are aware of a child's medication requirements as the details are displayed where all staff and volunteers can see it.

### Administration

The administration of medicine must be recorded accurately each time it is given and signed by staff and his/her witness. Parents must sign the record when they collect their child to acknowledge the administration of a medicine.

The medication record book must record

- Date and time of dose
- Signatures of staff and parent

### Storage of medicines

All medication must be clearly labelled with the child's name and will be stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, the medication will be kept in a marked plastic box. The session supervisor is responsible for ensuring that medicine is handed back to the parent at the end of the session (if it does not remain at the pre-school).

### **Training**

If the administration of prescribed medication requires medical knowledge, training by a health professional will be arranged for all staff. In these circumstances, the responsibility for administering the medicine will remain with the parent. In some circumstances, for example, in the administration of rectal diazepam, the Manager, Zoe Munford, may be prepared to administer the medicine. Parents should contact Mrs Munford to initiate the appropriate discussion.

### **Long term medical conditions**

A full risk assessment will be carried out for any child with a long-term medical condition that might require on-going medication.

### **Managing Medicines on Trips and Outings**

If children are going on outings who require medication, their medication is clearly labelled with the child's name and the name of the medication and taken on the outing. The medication record is also taken on the outing with the dosage details as above.

If a child on medication has to be taken to hospital, the child's medication is taken, clearly labelled with the child's name and the name of the medication.

### **Staff taking medication**

Staff taking medication must inform The Manager. The medication must be stored securely in staff lockers or a secure area away from the children. The Manager must be made aware of any contraindications for the medicine so that they can risk assess and take appropriate action as required.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 23<sup>rd</sup> April 2015 and will be reviewed annually.

Reviewed 6<sup>th</sup> November 2025 by Z. Munford