



Medication Procedure

'It is the duty of every employee to take care of their own safety and for that of other persons who may be affected by his/her actions'

All children's medication is to be stored in a secure, portable box, located in the office at R1 and on a high shelf at the rear of R2. All medication, required to be administered at Rainbow Pre-school, is recorded on a medication consent form and stored in the medication file, where it is easily accessible to staff. Medication which needs to be kept cool can be stored in the fridge; but must not be accessible by children.

Prescribed medication must be stored in the original container, with the GP label clearly detailing the child's name, the dosage and original instructions as prescribed by the GP. The expiry date of the medication must be visible.

Non-prescribed medication must be stored in the original container, clearly labelled with the child's name, the dosage and original manufacturer's instructions. The expiry date of the medication must be visible.

Lists of children who receive regular medication, e.g. asthmatics, or who have had severe reactions, e.g. nut allergies, are recorded and kept in the medication box.

Medication, both prescription and non-prescription, will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent or carer. The administration of medication is always witnessed by a senior member of staff.

The potential need for invasive medical intervention will require an NHS Care plan, risk assessment and setting care plan in place before the child can start, e.g. allergies.

If the administration of prescription medicines (e.g. epi-pens etc.) requires medical knowledge, individual training for staff will be provided by a qualified health professional, via the child's GP practice, if necessary.

Children are not allowed to attend pre-school within 48 hours of being prescribed certain medicines, e.g. antibiotics, due to the high risk of an allergic reaction.

Written parental permission must be given prior to administering any medication. Parents/carers will be asked to sign a medication consent form. The consent form contains the following information:

- Name and DOB of the child

- Name of parent/carer
- The date
- Name of medication
- Reason for medication
- Dosage required
- Time last dosage given
- Time to be administered
- Prior parent/carer signature
- Storage instructions
- Whether an alarm needs to be set if medication needs to be administered at a specific time
- Name of staff member completing form
- Signature of manager prior to administering
- Time administered
- Signature of staff member who administered the medication
- Signature of staff member who witness the medication being administered
- Signature of manager post the medication being administered
- Signature of parent/carer post the medication being administered

The Health & Safety Representative supported by the Manager will check the first aid boxes and any medication for expiry dates, termly. Parents will be informed if replacements are necessary. When medication becomes out of date it will be handed back to parents/carers.

If a child becomes seriously ill at pre-school and the parent/carer or the emergency contact is not available, the Manager will contact the relevant emergency services, who will take the appropriate action.

Please note: during periods of sunny/hot weather children must come in to pre-school with sun cream on – those attending all day should have protection lasting all day. Sun cream will only be administered by staff if the child has a severe skin condition.

This procedure was adapted at a meeting at Rainbow Pre-school in October 2019

Signed on behalf of Rainbow Pre-school:

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Procedure review date: October 2020