

Administering Medicines

If your child is unwell please keep them at home until they are well enough to return to preschool.

We will agree to administer medicine as part of maintaining a child's health and well-being or when they are recovering from an illness.

Administering medicine during the session will only be done where it would be detrimental to the child's health if not given at preschool.

If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Please note:

- Children taking prescribed medication must be well enough to attend their session.
- Only medication prescribed by a doctor is administered, it must be in date and prescribed for the current condition.
- The staff member (key person where possible) receiving the medication from parent, must ask them to complete a consent form. Medication must not be given without the 'Administration of Medication' form being completed.
- We will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a Doctors letter.
- The parent should be asked when the child had last been given the medication before coming to preschool; this information should be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.

It is important to note that staff working with children are not legally obliged to administer medication.

- If the child refuses to take the medication then a note should be made on the form.
- Where medication is "essential", discussion with the parent should take place to establish the appropriate response.
- Wherever possible parents are asked to request that GPs prescribe the least number of doses per day, i.e. 3 x daily, rather than 4 x daily.
- All medications should be in their original containers or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.
- It is important to advise a member of staff if your child is taking or has taken ANY medication before attending their session, for example, paracetamol or ibuprofen.
- No medicines, including inhalers or items such as hand gel, lip balm, sun cream, should ever be left in children's bags.

In cases of Febrile Convulsions, where administration of Paracetamol is required immediately to prevent the seizure, a full, individual child risk assessment is carried out and medicines form completed, both signed by parents, prior to any incident.

Signed, all staff: