

Administering medicines

The pre-school will administer occasional, regular or emergency prescribed drugs or medication. The nursery will not administer non-prescribed drugs or medicines.

Children placed on courses of antibiotics must remain at home for the first 48 hours of their treatment after which they can return to pre-school.

The drug or medicine must:

- Have been prescribed by the child's own medical practitioner.
- Be kept by the pre-school in a secure place with access only by authorised persons.
- Be clearly labelled with the child's name.

All parents must complete the Drug/medicine consent form, including the following information:

- The child's name
- Date and exact time of administration
- Precise reason for drug or medicine
- Name of drug or medicine
- Dosage
- Name of Medical Practitioner & Telephone Number
- Parents Contact Telephone Number

Parents or carers are required to sign the form when collecting their child to ensure that they are aware of when the medication was administered.

Only a trained First Aider will administer drugs or medicine, witnessed by another member of staff.

All medications are stored safely in a locked medical cabinet in the office. Any medications which require refrigeration will be kept in a marked box in the kitchen fridge.

A Health Care Plan will be drawn up for children who have long term medical conditions and who may require ongoing medication. This is carried out in consultation with the child's parents.

Links to other relevant policies:

- Supervision of children on outings and visits
- Safeguarding policy

Legal framework

- Medicines Act 1968

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	