



Berrynarbor Pre-school  
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## Administration of Medicine Policy

### Statement

Berrynarbor Preschool places the child's well-being at the very core of the ethos of the setting. Staff are paediatric first aid trained but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual member of staff. There will, however, always be staff willing to administer medicine on site, and for any clarification of this matter please check with the Manager.

### Aim

It is our aim to safeguard and maintain the well-being of all children within the preschool and the staff who look after them. Berrynarbor Preschool works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical, or religious reasons which may relate directly to the administration of medicine.

### Method

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine OR creams:

Berrynarbor Preschool requires written consent via a medication form in advance from parents which clearly shows:

- Child's full name
- Child's date of birth
- Date of prescription and expiry date
- Duration of medicine
- Dosage & storage

If medication has NOT been prescribed for the child by a GP or medical professional or has expired its date, this includes Calpol, Nurofen or antihistamines, Berrynarbor Preschool **will not** administer it.

The medication must be in its original container, in date and must be accurate for the ailment (i.e., Eye drops prescribed for an ear infection or for a sibling or relative not the child named).

In extreme circumstances the manager may make the decision to administer emergency Calpol to children if a child's temperature reaches or exceeds 40c in the agreement that the parents are on their way to collect the child. This will only be carried out if the manager has sought permission from the parent and a medical professional (111).

The manager must record every occasion of administering the medication confirming the time & dosage of administration and which member of staff did so. The staff member will then sign the form.

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. If a child has been hospitalised due to an illness, we will contact the child's health visitor for a multi-agency meeting together with the parents and draw up a health care plan.

Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.

The preschool manager will make parents aware of any changes in information.

Berrynarbor Preschool has 4 qualified staff with first aid training who will be permitted to administer medicine.

In an emergency, an ambulance will be called for and parents informed immediately.

### **Monitoring**

The preschool Manager will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may.

### **Storage**

All medication will be stored in a small fridge located in the preschool kitchen. Medication that does not need to be refrigerated will be kept in the locked preschool filing cabinet located in the main preschool room. All medication will be individually bagged and labelled with child's name and the form with administering detail.

Once the prescription /course has finished any containers or remaining medication will be returned to the parent/ named guardian to dispose of and signed for.

### **Staff Medication**

Staff medication on the premises must be securely stored in the filing cabinet located in the preschool room. If the medication needs to have refrigerated them it must be stored in the fridge in the kitchen. Staff must inform the manager if they are bringing any medicine on to the premises and ensure that it doesn't impair their ability work. Providers must ensure that those practitioners taking medication, medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007

This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....