

## **SACRED STEPS PRE-SCHOOL**

### **MEDICATION POLICY**

#### **ADMINISTRATION OF MEDICATION**

**In order to promote good health of children and to prevent the spread of infection. We will take the appropriate action to administer medication when necessary.**

1. A detailed Health Care Plan will be devised for each child who needs to take regular medication in the Pre-school. All staff will be informed of the condition and the procedures to take in administering the medication. This plan will be updated in line with any changes to the condition, medication and needs of the child.
2. Only prescribed medication by a Doctor may be administered in the Pre-school. This will be checked by the Health and safety coordinator Sue Purcell as to the suitability such as, in-date and prescribed for the current condition stating the child's name and the dosage to be given.
3. Children taking the prescribed medication must be well enough to attend the Pre-school. Please inform your child's keyperson if your child has been given **ANY FORM OF MEDICATION** before coming into preschool eg. **CALPOL OR ANY OTHER REDUCING TEMPERATURE MEDICATION.**
4. Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children in the setting. They are stored in the office area out of reach of the children. Children's Inhalers are clearly labelled with their name and stored in the Office area of the Pre-school out of reach of the children.

5. Parents must give prior written permission for the administration of prescribed medication. This states the name of the child, names of the parents and date the medication starts, also the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
6. The administration is recorded accurately each time it is given and is signed by staff. The parents sign the record on the same day to acknowledge the administration of the medicine.
7. If the administration of prescribed medication requires medical knowledge, individual training is sought for the relevant member of staff by a health professional.
8. Staff will administer the correct prescribed dosage of medication in the presence of another staff member and will record the time, date, dose given on the child's individual medication form that will be signed by the parent at the end of the Pre-school session.
- 9. ALL STAFF HOLD A RELEVANT PEADIATRIC FIRST AID CERTIFICATE.**
- 10.All information collected is stored in line with our Privacy Notice and complies with the Data Protection Regulations GDPR (2018).**