



Medication and administering medication policy and procedure.

Berriew Pre-school does not accept children who are unwell at the time of arrival at the provision.

This policy relates to:

- Children who become unwell while attending Berriew Pre-school and the health care policy.
- The medication management for children in specific circumstances and links with the contract for parents/carers, admissions policy and equality and inclusion policy.

It is the policy of Berriew Pre-school to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.
- Parents/carers complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Medication is administered only if it is prescribed by the child's doctor.
- With written consent (see registration/Contract) Calpol will be administered by staff after a phone call to parent to confirm to be given.
- Parents'/carers' written permission is obtained before any medication is administered.
- Written information relating to the child's individual medication is given to the provision including any possible side effects of the medication.
- Berriew Pre-school checks that any medication given conforms to the provision's insurance policy requirements.
- All adults in Berriew Pre-school know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child Berriew Pre-school may arrange for a nominated person to be trained by a qualified health



professional, prior to the admission of the child, and update the training as needed.

- Medicines are stored in their original container, with the original label intact and clearly displayed.
- Medicines are stored at the correct temperature, temperatures checked, and records kept.
- Medicines are returned to parents/carers after the prescribed period of treatment.
- All medication is inaccessible to children at all times and in named basket with child's photo and stored on a high shelf.
- Medication that is found to be out-of-date is not administered.
- Written information about when the medication was last administered is obtained from the parent/carer.
- Medication is administered to a child only by a delegated and trained adult, respecting the child's privacy.
- The time and dosage of medicine given is recorded and witnessed by another designated adult/member of staff in the provision.
- The parent/carer is required to sign the record of administration of medication on the same day when they collect the child.
- Records relating to medication administered are kept in line with Berriew Pre-school confidentiality policy and retained in line with regulatory and insurance company requirements.

This **medication and administering medication** policy and procedure was passed for use in Berriew Pre-school.

On:

By:

Position:

Date of planned review: