



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

Administration of Medication Policy

Isleham Pre School's prime concern is always for the health, safety and welfare of the children attending.

Generally, it should not be necessary for Pre School staff to administer routine medicines to the children. If children are unwell they should be kept at home and a period of recovery allowed.

With respect to the administration of emergency medication this policy should be considered in conjunction with our policy links: Health and Safety and Special Education Needs and Disability.

Where a child has the need for medication during pre-school hours, we undertake to administer the prescribed medication where necessary providing that: -

- a) The medication has the child's name on, GP and Manufacturer's instructions and is within the expiry date.
- b) We have the parent/s/carer/s written consent and clear instructions upon the product's use on the "Parental Agreement For Setting To Administer Medicine Form".

Where the administration of a potentially life saving medicine may become necessary (e.g. adrenaline injections/Epi-pens for anaphylactic shock caused by an allergic reaction) we would make every endeavour to cater for the needs of each child with each case considered individually. Where it is agreed to administer such medication it will be subject to the prior written agreement of our Insurers and providing that: -

- a) The child's GP/Consultant supplies a letter (Health Care Plan) detailing the nature of the Condition and the treatment required.
- b) We have the Parent/sCarer/s written consent to allow the staff's administration of the medication – a form will be supplied for this purpose.
- c) The Pre School staff receive the necessary training and experience to administer such medication.

Should specific training be necessary for staff in order to administer such medicines we would seek advice and the relevant training prior to the child attending.

It is the parent/carer's responsibility to ensure that all medication is within its expiry date.

A file, confidential to the staff will be retained at the setting detailing the child's name, medication and condition, parent/carer consent and specific insurance cover confirmation where necessary.

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When a child falls ill at Pre-School

The Manager and or Deputy Manager are made aware, a form can be found in the medication cupboard, this form outlines a procedure to follow.

Parents/Carers have been given the option as to whether emergency Calpol or Piriton can or cannot be administered (according to the instructions on the bottle) in the event of a child presenting with a high temperature or displaying symptoms of an allergic reaction.

In all cases the parent/carer will be contacted immediately.

The setting cannot be held responsible for children who present with a reaction to the above said medication and the parent/carer has consented.

This policy was reviewed at a meeting of the Pre-School held

Reviewed.....Signed by the Chairperson/s.....

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