

MEDICATION POLICY

We look after all children within our care and promote the good health of children attending Worstead preschool. If a child requires medication, we will ensure the correct information is received and kept updated.

Strict guidelines are followed by all staff when dealing with medication of any kind in the preschool please see below.

Prescribed medication (By a doctor, pharmacist dentist or nurse)

· Medicines must be in their original containers.

· Medicine will only be given to the person whose name is on the container and the correct information has been obtained.

1. Childs full name

2. Childs date of birth

3. Full name strength and expiry date of the medication

4. By whom the medication was prescribed

5. Dosage and times to be given.

6. Details of how the medicine should be stored.

7. Any possible side effects.

Permission from the parent/carer and acknowledgement will be needed via FAMLY

Children who have medication must be given the medication at home at least once (24 Hours) before bringing it into Worstead preschool to be administered by staff, the reason for this is because if your child has not had this medication previously it will rule out any allergic reactions brought on by the medication.

All medication will be recorded in our Medication Administration Record on FAMLY and staff will record when the medicine was taken who administered the medication and the dosage.

New forms will need to be completed on changes of medication.

Parents must notify us immediately if the child's circumstances have changed e.g. medicine no longer needed, change of dosage or strength of medication has changed.

Non-prescription medication (Over the counter); may be given for example, parents may request that the setting administer pain relief medication such as Calpol/teething gel for cases such as teething/ dental or mild pain or hay fever relief. This is over the counter medication (recommended by a pharmacist) and the same procedures for all medication administration will be followed by staff. Permission from the parent/carer must be given beforehand for all medication and information of when the last dose was received, this is important so staff can recognise if children have allergic reactions to any medication given.

Worstead preschool does keep a medication for allergic reactions on site in case of a bee sting or reaction to something, it will only be administered if parents /carers agree and have signed to say so on the registration paper.

If a child is ill, has a high temperature or is generally unwell they will be sent home and no medication will be administered.

Normal temperature in babies and children is about 36.4c but this can vary slightly from child to child.

A high temperature is 38c or more.

All medication will be stored safely in our medication box in the main pre-school room or in our medication fridge storage box.

Asthma medication will be kept in the medication box in the main pre-school room for quick access.

Auto injectors will be kept in the medication box in the main pre-school room for quick access.

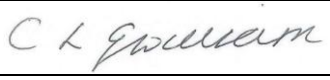
Children who have long term medical conditions and who may require ongoing medications.

·A Health Care Plan will be drawn up with the parents / carers, keyperson and the setting's SENCO. All staff will be given relevant training and information to ensure the best care is given to the child.

The Health Care Plan is reviewed annually or more if necessary. This will include recording changes to medications, dosage, side effects, timings and procedures.

Parents will receive a copy of The Health Care Plan which is signed and dated by each contributor.

A risk assessment will be carried out for all children who have long term medication.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1st September 2026
Date for Review:	31st August 2027

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.