



Administering Medication

Version no: 0.6

Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Sarah Allen	29/09/17
0.2	Changes to grammatical errors	Claire Saunders	29/09/17
0.3	Changed to prescription medication only administered.	Sarah Allen	11/10/17
0.4	Yearly review	Melanie Nadin	8/12/18
0.5	Yearly review	Melanie Nadin	04/09/19
0.6	Yearly review +Covid	Melanie Nadin	09/09/2020



Hixon Preschool policy is not to care for sick children who should be at home until they are well enough to return to the setting, also if your child is showing symptoms of coronavirus they should not be brought in to preschool. Please view separate coronavirus (covid-19) policy.

Coronavirus symptoms:

- A high temperature - you feel hot to touch on the chest or back
- A new continuous cough - coughing a lot more than an hour, 3 or more episodes in 24 hours (if you usually have a cough it may be worse than usual)
- loss or change to sense of smell or taste

We will however agree to administer prescribed medication only as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning or evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the preschool.

If a child has been prescribed a new medication/antibiotic (one they have never taken before) Preschool ask parents to keep their child at home for the first 24 hours in case they have an adverse allergic reaction to it.

Preschool will administer medication prescribed by a Doctor (or other medically qualified person: Dentist, nurse or Pharmacist). Medicines containing aspirin should only be given if prescribed by a Doctor. Medication must be in-date and prescribed for the specified child, for the current condition in its original container and box. **If paracetamol and/or ibuprofen (pain and fever relief) needs to be administered to a child, preschool is no longer allowed to do so and the child should be kept home until they are well enough to not need the medication.**

Medicine will be checked to ensure it can be correctly identified and immediately stored strictly in accordance with product instruction and in the original container in which dispensed. **The parent/carer has the responsibility to ensure when entering preschool that all medication including products such as sunscreen are handed to a member of staff upon arrival and that we have up to date contact numbers at the preschool which can be used that day should the child become ill.**

The member of staff receiving the medicine will, at the time of receipt, ask parent/carer to fill out the Medication Record Sheet with the following details: -

- Name of child
- Date
- Time of last dose
- Time(s) medicine to be administered
- The type of medicine & reason for it
- Who prescribed it (eg .doctor)
- Quantity/Dosage
- Parent/carer signature
- A contact number they can be reached on for that day.
- They will confirm the child has previously had the specific medication without a reaction by confirming the time of the last dose

Prior written permission will be gained each time we are asked to administer medication to their child and logged on their child's individual Medication record Sheet. This will then be filed in the filing cabinet for confidentiality purposes. If the same medicine is to be administered a second day a new form must be completed.

When administering medicine, the designated pediatric first aid qualified member of staff will refer to this procedure for instructions. The medicine will be checked for use by date, that correct quantity is being administered as according to prescriber's instructions and will be administered away from other children and any other distractions and in front of another member of staff.

If a child refuses to take the medicine parents will be contacted at the earliest opportunity and a note recorded on the medicine form.

The time, quantity and members of staff signature (x2) will be entered on the Medical Record Sheet. Medicine will be returned to the designated storage area (cupboard in the kitchen/fridge) immediately.



Medicine will be handed back to Parent/Carer at end of Preschool session, who will be asked to sign out the medicine on the Medication Record Sheet.

Medicines may only be used for the child whose name appears on the medicine. This includes emergency adrenaline injections (Epipen)

Long-term medication

If a child requires medication to be administered over a long-term basis i.e. creams for eczema or inhalers. A termly medication record sheet will be required. This will be kept in the child's file as well in the medication box where the medicine will be stored.

We will gain written parental consent, the dosage of the prescribed medication to be administered, when it needs to be administered, by whom and the reason why.

This will be reviewed each term to ensure that we are always aware about the use and dosage of the prescribed medication.

Parents will be informed verbally if the medication has been administered, when and why.

Children with medical needs

Parents of children starting at the preschool are asked to provide specific information, which is recorded on the child's registration form including any medical conditions. If a child has medical needs we;

- ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required

If the administration of prescription medicines requires technical/medical knowledge then individual training will be provided for staff from a qualified health professional and will be specific to the individual child concerned.

Staff Medication



Staff must store any medication they are taking in the locked box in the cupboard or in the fridge. The medication must be clearly labelled and staff must inform the manager if the medication may cause them any side effects which could impact on their ability to fulfill their role and care for the wellbeing of the children.

Last updated Sept 2020-Date for review Sept 2021 unless new legislation comes in to effect.