



Early years and  
Pre-School Centre

## Early Years and Pre- School Centre Medication Policy

AREA: Childcare, Student Services	
Policy prepared by: Nursery Manager & Student Services Manager	Approved by: SMT
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### **COVID 19 Control Measures for Medication Policy**

The Early Years & Pre-School Centre will expedite the setting's Medication Policy and Procedure in its usual way.  
Parents /Carers must not bring children with a high temperature (over 37.8 degrees) or children who are ill to the setting as they will not be admitted.  
Children who are taking a course of antibiotics will only be admitted to the setting after they are well and have finished the course off antibiotics.  
The Nursery Manager will be happy to discuss children's medication when parents /carers need any clarification.

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## MEDICATION POLICY

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# **MEDICATION POLICY**

## **1 Policy Statement**

This Policy explains The Early Years and Pre-School Centre's approach to administering medication to children attending the setting; the medication procedures; the training and support available to staff; the methods used to record the administration of medicines and how parents are informed and consulted about this issue.

## **2 Scope of Policy**

The policy statement applies to children of all ages (0 – 5 years) attending the setting and their parents; and to all staff working within the provision and students on placements.

## **3 The Aims of the Medication Policy**

- 3.1 The Early Years and Pre-School Centre aims to work in partnership with parents to promote the good health of all children attending the setting in a safe and caring environment.
- 3.2 The childcare setting has a clear policy regarding the administration of medication. It is designed to ensure that the children are effectively and safely medicated when required.

## **4 Finding Out about The Child's Medical Needs**

- 4.1 The Early Years and Pre-School setting will check children's medical needs and history at parent induction and record in their Permission Slip Booklets.
- 4.2 It is extremely important that parents / carers inform the setting of any changes in medical needs as soon as they are aware of them so that the staff can ensure the needs of the child are met.
- 4.3 Key Person will check medical needs as part of the Parents / Carers Meeting during Parents' Weeks.

## **5 Administration of Medication Procedure**

- 5.1 As parents are ordinarily on site at College, medication will usually be administered by parents / carers. Medication will not be administered by any staff member of the childcare centre except in medical emergency circumstances.
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- 5.2 In the case of a parent/carer being off site or on a field trip, the nursery will stock paracetamol suspension relief for pain and fever relief, barrier cream in case it is required in an emergency and the parent is not available to administer the medication themselves. Staff will follow the instructions and guidelines, which are labelled on the relevant product.
- 5.3 When parents/ carers enrol their child into the Early Years and Pre-School Centre, they are asked to complete a "Medication Permission Slip". This form gives permission to staff to medicate the child in emergency circumstances. Staff will always give careful consideration to the child's individual needs before doing so.
- 5.4 In the case of a parent / carer being off site, they will be contacted by telephone or text before administering any medication to a child.
- 5.5 The Nursery Manager / Deputy Manager will complete the appropriate Medication Form upon administration of any medication given by a member of staff who is a qualified paediatric first aider.
- 5.6 If a child is receiving medication for a short-term illness or long-term condition, parents / carers must inform the setting of the illness / condition and type of medication being used. They must ensure that they state the time and date of the child's last dose. This will assist the childcare staff to help support the parent / carer and child with the illness / condition and provide invaluable information in the case emergency.

## **6 Children with Long Term Medical Needs**

- 6.1 Where a child has a long term medical condition for example: diabetes, asthma, epilepsy or anaphylaxis, an individual Health Care Plan will be drawn up with the parent, Nursery Manager and relevant Health Care professional.
- 6.2 If the condition develops after the child has enrolled at the childcare setting then a Health Care Plan must be developed immediately with the input from parents, Nursery Manager and appropriate Health Care professionals.
- 6.3 In some cases it may be necessary for childcare to be suspended or the child may not be admitted until the Health Care Plan has been drawn up so that any specialist training required can be undertaken and implemented. This is to ensure that the childcare setting remains a safe place for the child and ensures that staff can properly meet the needs of the child and provide the correct level of support that is required.

## **7 Storage of Medication**

- 7.1 All medication must be stored in their original containers which include instructions for administration; the child's name on the prescription;
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clear labels; and medication expiry dates. They will be stored in a place inaccessible to children. Nursery Manager or Deputy Managers will check that these requirements are adhered to.

- 7.2 Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. The childcare settings will also do the same for medications which they hold in stock.

## **8 The Childcare Settings' Expectations of Staff**

- 8.1 Staff must attend regular training and development sessions, both in service and from outside agencies to maintain up to date information and expertise in relation to health, safety and medication matters.
- 8.2 The Nursery Manager and Deputy Managers should return children's medication to parents once the dates have expired and they will be advised to return to a pharmacy
- 8.3 All staff are made aware of precautions for avoiding infection and follow basic hygiene procedures outlined in the staff induction and in the Health, Illness and Infection Procedure.

## **9 Training and Support Available to Staff**

- 9.1 All staff will be introduced to the Medication Policy and receive basic training on this policy at staff induction.
- 9.2 Staff attend regular training and development sessions, both in service and from external agencies to maintain up to date information and expertise in relation to health and matters.
- 9.3 Wherever specialist training is needed to support children with long term medical conditions, further staff training will be offered to meet these needs.
- 9.4 The childcare setting has most of its staff experienced in anaphylactic shock treatment and all of staff are trained in paediatric first aid.

## **9 How Parents are Informed and Consulted**

- 10.1 Parents are initially informed of the procedures relating to the Medication Policy and Medication Permission Slip at induction and through the Parent/ Carer Handbook.

This policy will be annually reviewed.

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