

Stower Vale Pre-School

ADMINISTRATION OF MEDICATION POLICY

At Stower Vale Pre-School, we recognise that some children may need to take prescribed medicine during the time they are attending the setting or the After School Club. A child returning to the setting after an absence due to illness must be well enough to do so.

Parents are required to sign a medicine consent form giving permission for this to happen. The form must include written instructions, including the details of the volume and frequency of the dosage.

All medicines must be supplied, clearly labelled and in their original containers. Medicines will be stored in a locked cupboard or, if necessary, in a fridge.

Staff may administer calpol to a child who returns to pre-school or After School Club after receiving medical attention from a doctor, and has the parents/carers consent. However if a child has been given calpol that day due to a high temperature/illness then they are not well enough for pre-school or After School Club and should stay at home, as the child may be coming down with something and could be contagious.

In the interest of the child, we believe that (with the exception of teething and in an emergency) a child, who requires medication for pain or fever in order to get through his / her day at pre-school, is not well enough to attend pre-school.

Medication will be administered by a senior member of staff and witnessed by a second member of staff. Both people will sign the administration of medication form. A signed written record will be kept of all medicines administered, which will be shown to the parent when they collect their child. This record should be countersigned by the parent

Agreed by.....

Authorised signatory.....

Date.....

Date of review.....