



Gravenhurst & Villages Preschool,
Pippins & Bramleys
Preschool and Out of School Club

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Members of the Pre-school Learning Alliance
Ofsted Number: EY396049

Medication Policy

EYFS 3.45

At Gravenhurst and Villages Pre-School (Pippins and Bramleys) we endeavour to meet the health needs of all our children, to ensure that every child has the same opportunities to explore our environment.

Before admission to the setting...

- A registration form is filled out for each child which outlines any medical needs of the child and the immunisation dates
- If a child has an allergy or asthma a separate **care plan** is written

When the child is with us....

Administering medicine

- Only medicines that are prescribed and are consented for by a parent/guardian shall be administered. A 'short term' medication form with all the relevant information on should then be filled in
- All medicines should be provided in the original **container and include the prescribers instructions for administration, ingredients and the child's name** and should only be brought in if it is detrimental to a child's health that they require it throughout the day.
- Medicines shall only be given to those children who they are prescribed too and staff must make sure they check all relevant details (i.e. dosage, expiry date etc.) before the administer
- Once administered all staff must recorded on BabysDays (Or on a medication form for Bramleys Children)
- If any staff is in doubt about the procedure, staff should not administer medicines before checking with parents or health professionals if necessary. In some instances it may be necessary to seek the advice of our insurance company before allowing medication to be administered.
- If a child refuses to take medicine, staff will do their best to encourage the child but shall not force them.

Storing Medicines

- Medicine shall be stored out of child reach in Kitchen area in a clear container marked 'Medication'
- The exception is 'emergency' medication such as inhalers which will be kept in the evacuation medicine boxes.
- If medication is to be kept in the fridge, then it will be placed in a clear airtight container, marked 'medication'.
- Emergency medication will be taken on outings
- The only generic medication stored on premise is paracetial (Calpol). This is to be used only when a child has sustained a serious injury (such as broken arm) and it is deemed

suitable to provide pain relief or when a child has a temperature over 38.5 degrees celsius and we are concerned that febrile convulsions may occur.

This medicine will be stored out of reach of children and will only be administered after gaining verbal consent from parents during the phone calls to alert them that their child is unwell.

Staff Qualification

- All staff at Gravenhurst and Villages Pre-School hold a Paediatric First Aid certificate
- Where it is felt necessary members of staff will be specifically trained in the administration of certain types of medication, such as epipens.

Long Term Medical Needs

- Sufficient information shall be gathered at the home visit and prior to the child starting about the Long Term medical needs
- As a setting we will work with parents to ensure their child can be included in our environment
- A health care plan will be issued to work with parents
- Long Term medication information must be completed on BabysDays as required and staff must sign and date/time every time medication is administered.

This policy was adopted on:

Signed on behalf of the setting.....

Date of next review: