



Medicines Policy

Aim

We aim to promote the good health of children and staff and make sure that children with medical needs receive proper care and support while they are at Playschool.

Administering Medicines

Playschool staff will not administer any non-prescribed medicine.

If a child is on prescribed medication and it would be detrimental to the child's health if the medicine were not administered during the Playschool session, the following procedures will be followed:

- If possible the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage, expiry date of medication and any specific instructions.
- Written permission will be obtained from the parents giving clear instructions about the dosage, administration of the medication and details of when the last dosage was administered. (See file in Playschool for Appendix 1 and attached document)
- All medications will be kept in a secure place out of the reach of children and in a manner appropriate to the medication prescribed. Any out of date or unused medicine will be returned to the parents.
- The administration of medication will be logged in the medication book. The following details will be recorded:
 - the name of the child receiving the medication
 - date and time when medication is administered
 - dosage given and name and signature of the individual giving the dose
 - signature of the staff member witnessing the dosage administration. (See file in Playschool for Appendix 2 and attached document).
- If a child is able to administer their own medication such as an inhaler, then this will be supervised by staff. If a child refuses the medicine, the parent will be contacted.
- At the end of the Playschool session, parents will be asked to sign and date the medication book confirming their knowledge that medication has been administered to their child.
- Parents are required to inform the Playschool Supervisor if their child has taken any medication before Playschool (and at what time given) such as Calpol or Nurofen.
- Parents are required to inform the Playschool Supervisor if their child is taking any other medicines such as antibiotics.



Individual Treatment Plans

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, parents will be required to complete a medical action plan describing the circumstances in which to administer emergency treatment. The position will be clarified by reference to the Playschool's insurance company. We will work with parents to assist any children with long term or complex medical needs. Staff will access suitable training to meet the needs of the children.

Outings

Staff will take on outings any medication and relevant forms for any children that may need their medication during the outing. At least one member of staff with a current paediatric first aid certificate is present during each Playschool session, including outings.

Sudden Illness

If a child suddenly becomes ill during a Playschool session, the parent will be contacted and the child made comfortable and looked after by a staff member until the parent arrives.

Emergency

If a child has an individual treatment plan, any emergency procedure detailed will be carried out. If a child needs immediate hospital treatment, an ambulance will be called and parents contacted. If the parent is not available, a member of staff will accompany the child in the ambulance until the parent arrives. In a parent's absence, all medical decisions will be taken by hospital staff.

All parents are asked to sign an emergency agreement when their child joins Playschool.



Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 03/07/06, signed by Rowena Wilson on behalf of Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
24 th April 2009	Natasha Holden, Chair of the Committee
2 nd May 2012	Nichola Hooper, Chair of the Committee
10 th November 2014	Alison Harding, Chair of the Committee
25 th April 2017	Natasha Matthews, Chair of the Committee
14 th January 2019	Natasha Matthews, Chair of the Committee
25 th February 2021	Ellie Pragnell, Chair of the Committee