



Martlesham Playschool, At Gorseland School, Deben Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
Tel : 01473 625986
www.playschool.martlesham.org.uk
Email : mplayschool@btinternet.com

PLEASE DO NOT REMOVE

ADMINISTRATION OF MEDICINE POLICY

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication 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 GPs to prescribe medicine that can be taken at home in the morning and 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 setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

These procedures are written in line with guidance in "Managing Medicines in Schools and Early Years Settings"; the manager is responsible for ensuring all staff understand and follow these procedures.

All staff are responsible for the correct administration of medication to all children, ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition. If possible the child's parents will administer the medication. If medication is long term then the parent must advise playschool as necessary, in writing.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed medication is stored in its original containers, is clearly labelled and is inaccessible to the children. All medications are kept in a high cupboard, or refrigerator, as appropriate, in the kitchen.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent/s, date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered. Administration of medication needs to be witnessed by a second member of staff.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of medication.
- Parents must advise of any changes to the prescription/dosage required in writing.
- If the administration of prescribed medication required medical knowledge, individual training is provided for the relevant members of staff by a health professional.
- We record the administration of medication in a book kept in the kitchen.

Staff should be aware of and confident of the appropriate action to take in relation to children with known allergic reactions. In situations where it may be necessary to administer life-saving treatment such as insulin/adrenalin injections or the use of nebulisers the position should always

be clarified with reference to the playschool's insurance company. Staff should always be offered an appropriate level of training and information to enable them to act appropriately in these situations.

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)