

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The Provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Alyth Kindergarten

Promoting health and hygiene

1.15 Administering Medicines

Policy statement

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 Kindergarten, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.

NB Children's Paracetamol (un-prescribed) is administered only for children under the age of one year with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.

- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - Full name of child and date of birth;
 - Name of medication and strength;
 - Who prescribed it;
 - Dosage to be given in the setting;
 - How the medication should be stored and expiry date;

- Any possible side effects that may be expected should be noted; and
- Signature, printed name of parent and date.

Child's medication will be received by the Head Teacher, Cindy Summer.

Parents will be asked to complete a consent form.

All staff will attend necessary training sessions to understand and implement this policy.

- 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 a medicine. The medication record book records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by the Head Teacher; and is verified by parent signature at the end of the day.

Storage of Medicines

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Medicine are stored in the First Aid cupboard in the Middle Area or kept in the small refrigerator in the little kitchen in a marked plastic box. Staff are informed of this by the Head Teacher, at daily briefings.

Continue on page 57 on Pre-School Learning Alliance Policies and Procedures

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

This policy was adopted at a meeting of	Alyth Kindergarten	name of setting
Held on	<u>11 March 2014</u>	(date)
Date to be reviewed	<u>11 March 2015</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nicola Feuchtwang</u>	
Role of signatory (e.g. chair/owner)	<u>Executive Member for Kindergarten Chair, Alyth Kindergarten Management Board</u>	

Other useful Pre-school Learning Alliance publications