



Medication Policy

2024-2025

At Enchanted Wood Preschool we promote the good health of children attending preschool and take necessary steps to prevent the spread of infection (see Sick Child Policy and Illness Incubation Policy for further information). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the preschool and these are set out below.

Medication prescribed by a doctor, dentist, nurse, or pharmacist

- All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All instructions should be printed in English. All prescription medications must be issued to the child displaying their full name, it should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agrees to administer medication.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff. Parents are then required to note the details of the administration on the appropriate medication request form. Staff members will inform a member of management who will check these details.
- Those with parental responsibility must give prior written permission for the administration of each medication. However, we will accept written permission once for the ongoing use of a medication, such as Asthma inhalers.
- For all other prescribed medication that is a short course, the written permission is required to be documented on a medication request form for each day the medication is needed to be given to a child
- The dosage on the medication request form is the only dosage that will be administered if it corresponds to the dosage stated on the medication bottle from the doctor, dentist or manufactures guidelines. We will not give a different dose
- Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given and written evidence needs to be given
- The parent must be asked when the child has last been given the medication before coming to preschool; and the staff member must record this information on the medication request form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a member of management will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (these will not usually be administered)

- The preschool will not administer any non-prescription medication containing aspirin, Calpol or any type of pain relief. If a child needs this type of medication, they should not attend preschool.
- If the preschool feels the child would benefit from medical attention, we reserve the right to refuse preschool care until the child is seen by a medical practitioner.
- On our Nursey in a Box registration form there is a section to fill in any of your child medical, allergy and intolerance details, we want you to be as clear as possible when filling in these details.
- Where a child has a temperature of over 38 degrees parents will be called immediately and the child will have to collect the child ASAP.
- The preschool DOES NOT administer any medication unless prior written consent is given for every medicine.

Teething

If a child is clearly teething displaying some of the following symptoms your baby's gum is sore and red where the tooth is coming through, our preferred method of pain relief is teething power, as this won't mask symptoms of any other illness. If this is not successful, we will contact you and administer one dose of Calpol to relief the pain. If the child is still upset or the pain cannot be controlled with one dose of pain relief or teething powder, we will phone you to collect your child.

- one cheek is flushed
- the child is dribbling more than usual
- they are gnawing and chewing on things a lot
- they are more fretful than usual

If this is accompanied by a temperature and the parents request for the child not to be collected due to the teething symptoms, then it will be up to the discretion of the Management team. As the NHS website does state 'Some people think that teething causes other symptoms, such as diarrhoea and fever, but there's no evidence to support this.'



Nappy Cream

For any non-prescription cream for skin conditions e.g. nappy rash cream prior written permission under 'Permissions and Consent' on Parent Admin must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.

Suntan Lotion

During the summer months children should arrive to preschool with suntan lotion applied. The preschool may apply a second layer of suntan lotion at lunchtime to keep your child safe in the sun. We will use a specialist children 50+ sensitive lotion if consent is signed for under 'Permissions and Consent' on Parent Admin.

If your child has any allergies, you must provide your own lotion and leave at preschool with a name and date of opening.

Allergies and Care Plans

Please provide full details and a copy of the medical Care Plan that will be supplied from your doctor or medical expert prior to your child starting.

On the Care Plan it will show the date of expiry date of the medication and a picture of the medication a picture of the child of any diagnosed allergy. It is the parent's responsibility to keep the site updated with changes to the child's medical Care Plan.

If you child is undergoing allergy assessment and does not yet have a Care Plan, please ensure the up to date information you have about possible allergies to ensure we safeguard the child from possible harm.

Emergency Medication

If a child needs emergency medication the day, the preschool will make every attempt to contact the child's parents. Where parents cannot be contacted then the preschool manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the preschool, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the preschool staff will use other methods first to try and alleviate the symptoms, if the symptoms seem critical the preschool will contact 999 and speak try and ascertain what medication the child needs, e.g. for an increase in temperature the preschool will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child, if the child deteriorates, we will call 999.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The preschool will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All preschool staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy or confused. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The preschool management team will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate lockable cabinet in the office all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge in the kitchen inaccessible to children with a child lock.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All instructions should be printed in English. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.