



MICHAELCHURCH PRESCHOOL

REGISTERED CHARITY NO. 1035470

Administration of Medicine Policy

We are happy to give your child non-prescribed medication, such as cough mixture, Calpol or nurofen, teething gel etc, but only if you have signed a short term medication administration form for us to do so.

This permission form will need to be filled out for each medication each day it is to be used to ensure that there are no mistakes. For children with long term medication an Education, Health and Care plan will need to be filled out along with a medication administration form, which will need to be reviewed regularly, for example a child may no longer be able to take some medication, changes of dose or additional medication needed.

It is vital that you inform us of any medication you may have given your child before they arrive into our care. We need to know what medicine they have had, the dose and time given.

We will ensure that all medication given to us will be stored correctly and will be checked that it is still within its expiry date.

If your child has a self-held medication please obtain an additional one for us to keep at the setting. Older children can easily forget to bring home an inhaler. What could be a simple puff of ventalin then turns into a major incident and a trip to the hospital. If your child has acute allergies and carries/needs an epipen, please discuss the matter with us. We may need additional training to administer these forms of medication.

If your child needs to take medication prescribed by a doctor, please discuss this with us. We will need you to sign an short term medication permission form. In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication the details from the Doctor/pharmacy.

We will record all medication administered on a form and request a parental signature at the end of each day.

If you have any concerns regarding medication please do not hesitate to discuss them with us.