

# POLLYANNA PRE-SCHOOL ADMINSTERING MEDICINES POLICY

## Statement of Intent

Pollyanna promotes the good health of all children attending our setting and will administer medication to children as per our procedure below to ensure their health and wellbeing.

## Procedure

### Prescription Medications

- Medicines are not usually administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Prescribed medicine can only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. The medication must be provided with the original pharmacy label and with the child's name and dosage required on the label. The medication must be kept at Pollyanna whilst the child is in the setting and can be taken home at the end of the day.
- A record of drugs given is recorded in the Medication Folder, indicating the time and dosage given. It will be signed by staff administering medicine together with a staff witness and the parent/carer signs the record to acknowledge the administration of the dose. All medicines will be stored in the storage cupboard or fridge.
- Long term medication (ie for allergies or inhalers) can be kept at Pollyanna in the medication box. All drugs/medicines must be stored as shown on the original container label. It is the responsibility of the parent / carer to ensure the "use by" date of all medication and replace when needed. Where long term medication is required, parents will be asked to complete a Health Care Plan for their child.
- Unwanted or unused medicines will be returned to the parent/carer for disposal or on-going use.

### Non-Prescription Medication


- With parent or career consent, Pollyanna will only administer non-prescription medications (eg Calpol, antihistamine), for children in a case of an emergency whilst we are waiting for the child to be collected. An emergency can include but is not limited to an extremely high fever or a severe allergic reaction.
- Administration of non-prescription medication for other reasons (eg injury, pain) is at the discretion of the management and parents may be required to come in to give this.
- No medicated creams or ointments will be applied to anyone, unless consent is given, and the medication form is completed.

### Further Guidance

- Statutory Framework 3.44 – 3.46

### Review and Approval

This policy was adopted on: \_\_\_\_\_

Signed by Management Committee:  \_\_\_\_\_

Print Name: Carl Sautereau \_\_\_\_\_

Date of Renewal: September 2024 \_\_\_\_\_