



Administering Medicine Policy

Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
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The Trustees and staff of The Phoenix Kindergarten CIC wish to ensure that pupils with medication needs receive appropriate care and support at our setting.

Parents/carers must provide the Kindergarten Teacher with comprehensive information regarding the pupil's condition and medication.

Please note that parents should keep their children at home if acutely unwell or infectious.

Prescribed medication must be delivered to the Kindergarten Teacher by the parent/carer **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labeled with the following information:

- . Pupil's name
- . Name of medication
- . Dosage
- . Frequency of administration
- . Date of dispensing
- . Storage requirements (if important)
- . Expiry date

Parents/carers give prior written permission for the administration of medication. The staff receiving the medication must ask the parents/carers to sign a consent form stating the following information. No medication must be given without these details being provided:

- The child's full name and date of birth;
- The name of medication and its strength;
- Who prescribed it;
- The dosage to be given in the Kindergarten;
- How the medication should be stored and its expiry date;
- Any possible side effects that may be expected;
- The signature of the parent/guardian, their printed name, and the date.

Only medication prescribed by a doctor (or other medically qualified person) is administered.

The Kindergarten will not accept items of medication in unlabeled containers, dispense or dispose of any out-of-date medication or make changes to dosages of prescribed medication on parental instructions.

Only reasonable quantities of medication should be supplied to the Kindergarten (e.g. no more than required to complete a short course of medication or a maximum of half a term's supply for long standing issues at any one time). It is the parent/carer's responsibility to ensure that the medication supplied is within its expiry date and to renew the medication when supplies are running low. All out of date medication will be returned to the parents by the Kindergarten teacher.

Medication will be kept in a secure place in the kitchen, out of the reach of pupils.

All medication dispensed will be recorded using the appropriate forms (located with first aid equipment in the kitchen). Completed records will be stored in the child's file.

If a child refuses to take medicines, staff will not force them to do so, but will inform the parent/carer, as a matter of urgency.

It is the responsibility of parent/carer to notify the Kindergarten if the pupil's need for long term medication has ceased.

If a child on medication shows significant signs of worsening, then the staff will inform the parents/carers and, if significantly worsens over time, suggest that the child be reassessed by an appropriate health care professional.

Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately by the kindergarten to the parent/carer for safe disposal.

Children who have long term medical conditions and who may require ongoing medication

- A health care plan for the child is drawn up with the parent outlining the key person's role, and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g., changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic wallet clearly labelled with the child's name and the medication. Inside the wallet is a copy of the consent form and a form to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
- On returning to the Kindergarten, the form is added to the medication record book and the parent/carer signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic wallet, clearly labeled with the child's name and the name of the medication. Inside the wallet is a copy of the consent form signed by the parent/carers.

Medication and Sickness

Some of the childhood illnesses specified are chicken pox, conjunctivitis, cryptosporidiosis, dysentery, gastroenteritis, giardiasis, glandular fever, hand, foot and mouth disease, hepatitis, HIV, meningitis, measles, mumps, streptococcal infections, tuberculosis, whooping cough as well as skin conditions such as head lice, impetigo, ringworm, scabies and verrucae are also listed.

We understand that from time-to-time unexplained rashes may appear which may accompany temperatures as well as those which do not appear to have any other symptoms, may happen with young children. The Kindergarten staff are not medically trained and therefore should your child develop a rash we may ask that parents make an appointment to see their doctor to seek an expert opinion as soon as possible.

Should your doctor advise you that the rash is not serious and it cannot be passed on to other children or adults and that your child is fit and well enough to return to Kindergarten, we will require written proof from your doctor.

This letter must be clearly dated and the name and address of your doctor included.

If the Kindergarten staff are at all worried that your child's rash may be more serious, or if one or more of the symptoms of meningitis are present, an ambulance will be called immediately. We will make every effort to contact you and a member of staff will accompany your child to the local hospital.

Should your child develop a temperature whilst at Kindergarten, we will do our very best to contact you and advise you of your child's condition and how they have been throughout the day so far. If there has been little or no improvement, you will be asked to come to collect them.

Conjunctivitis

Should the Kindergarten staff suspect your child has contracted conjunctivitis, you will be asked to collect your child as soon as possible and to get appropriate medication. Your child will not be accepted back into Kindergarten without a parent taking measures to treat the condition. Conjunctivitis is extremely contagious and if the spread within a room is evident, it may be necessary to exclude all affected children until they fully recover.

As with any medication for illness, all children are excluded from Kindergarten for the first 24 hours of a course of treatment.

Sickness and diarrhea

If your child has contracted sickness or diarrhea, they will be immediately excluded until they are fully well. Tummy bugs are highly contagious and can be very dangerous if the spread of infection affects the Kindergarten room. Children are not permitted back into

Kindergarten until a clear 48 hours after their last loose bowel movement or after sickness. This is non-negotiable.

Sickness and medical requirements

The Manager is not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhea or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that the child is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the Kindergarten as they will be sent home upon arrival.

Parents/carers are required to inform the Kindergarten where they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in emergency, parents/carers are required to provide the Kindergarten Teacher with signed permission for them to act in their absence.

Please inform us as soon as possible if your child will be absent for a period of time due to illness.

Local Authority regulations state that parents/carers are required to give the following information to the Kindergarten Teacher: name, address and date of birth of each child; name, home address and place of work with respective telephone numbers of the parents/carers of each child (we ask that a copy of the parent/carers current timetable should be left with the Kindergarten Teacher to ensure that contact can be made in an emergency); name, address and telephone number of each child's doctor.