



Putnoe Woods Managing Medicines Policy and Procedures

At Putnoe Woods Preschool we promote the good health of children attending preschool and take necessary steps to prevent the spread of infection. 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.

3.45. The provider must promote the good health, including the oral health, of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill

3.46. Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be 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).

3.47. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

The Statutory Framework for the Early Years Foundation Stage 2023

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
(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Putnoe Woods Preschool will take a photograph of the prescribed medication as evidence that it is in the original container and prescribed to the individual
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the



details of the administration on the appropriate form and a member of staff will check these details

- Those with parental responsibility must give prior written permission for the administration of every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. 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
- The preschool will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent / carer 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 form. Similarly, when the child is picked up, the parent or carer 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 the management team will ask the child to take the medicine and offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form

Non-Prescription Medication

- The preschool will not administer any non-prescription medication containing aspirin
- The preschool will only administer non-prescription medication such as Calpol or Piriton on 1 occasion only should they have a high temperature of 38 or higher in the case of Calpol
- If a child needs liquid paracetamol or similar medication during their time at preschool, such medication will be treated as prescription medication with the preschool providing one specific type of medication should parents wish to use this - Calpol
- If the preschool feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse preschool care until the child is seen by a medical practitioner



- On registration, parents will be asked if they could complete a medication form to consent to their child being given a specific type of liquid paracetamol, Calpol. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the preschool CANNOT contact the parent
- An emergency preschool supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during 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. The child will be closely monitored until the parents collect the child
- The preschool will only administer 1 dose of Calpol whilst in the care of preschool and will be requested to go home as soon as possible
- For any non-prescription cream for skin conditions e.g., Sudo cream, prior written permission 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
- If any child is brought to the preschool in a condition in which he/she may require medication sometime during the day, the preschool manager will decide if the child is fit to be left at the preschool. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the preschool, together with the times and dosage given
- The preschool DOES NOT administer any medication unless prior written consent is given for every medicine.

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.

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 inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. 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.

This policy is in compliance with the Data Protection Act 2018

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	
September 2017	Jo Skelton Mandi Cowley	

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May 2018	Jo Skelton	GDPR statement added
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Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
November 2019	Jo Skelton	New email address	
September 2020	Jo Skelton	To go home asap if child has a temp and requires Calpol (COVID 19)	
Jan 2022	Jo Skelton	EYFS updates	
June 2023	Jo Skelton	Covid reference removed Added photograph of medication to confirm prescription	
September 2023	Jo Skelton	Ref to EYFS 2023	

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