



## Medication Policy

At Gravenhurst and Villages Pre-School (Pippins and Bramleys) we endeavour to meet the health needs of all our children, to ensure that every child has the same opportunities to explore our environment.

### Before admission to the setting...

- A registration form is filled out for each child which outlines any medical needs of the child and the immunisation dates
- If a child has an allergy or asthma a separate **care plan** is written or additional information is sought from parents

### When the child is with us....

#### Administering medicine

- Only medicines that are prescribed and are consented for by a parent/guardian shall be administered. A 'short term' or 'long term' medication form with all the relevant information on should then be filled in
- All medicines should be provided in the original **container and include the prescribers instructions for administration, ingredients and the child's name** and should only be brought in if it is detrimental to a child's health that they require it throughout the day.
- Medicines shall only be given to those children who they are prescribed too and educators must make sure they check all relevant details (i.e. dosage, expiry date etc.) before the administer - to ensure dosage given is correct it will be check by a secondary educator.
- Once administered all educators must recorded on BabysDays
- If any educator is in doubt about the procedure, they should not administer medicines until they have checked with parents or health professionals if necessary. In some instances, it may be necessary to seek the advice of our insurance company before allowing medication to be administered.
- If a child refuses to take medicine, educators will do their best to encourage the child but shall not force them.
- We ask that before a child that before a child enters the setting, one dose of any medication must have been taken to avoid the likelihood of adverse effects occurring whilst your child is in the setting.

#### Storing Medicines

- Medicine shall be stored out of child reach in first aid area by the front door in a clear container marked 'Medication'
- The exception is 'emergency' medication such as inhalers which will be kept in the evacuation medicine boxes.
- If medication is to be kept in the fridge, then it will be placed in a clear airtight container, marked 'medication'.
- Staff medication will be stored in an airtight container in the top drawer of filing cabinet in the office.
- Emergency medication will be taken on outings

The only generic medication stored on premise is paracetamol (Calpol). This is to be used only when a child has sustained a serious injury (such as broken arm) and it is deemed suitable to provide pain relief or when a child has a temperature over **38.5 degrees Celsius** and we are concerned that febrile convulsions may occur.

This medicine will be stored out of reach of children and will only be administered after gaining verbal consent from parents during the phone calls to alert them that their child is unwell. Once a child has been given Calpol for a temperature they will no longer be allowed to stay at the setting and parents should plan for their collection. If given for pain relief the situation will be assessed based on the child's discomfort.

#### Staff Qualification

- All staff at Gravenhurst and Villages Pre-School hold a Paediatric First Aid certificate
- Where it is felt necessary members of staff will be specifically trained in the administration of certain types of medication, such as autoinjectors.

#### Long Term Medical Needs

- Sufficient information shall be gathered at the home visit and prior to the child starting about the Long-Term medical needs
- As a setting we will work with parents to ensure their child can be included in our environment
- A health care plan will be issued to work with parents
- Long Term medication information must be completed on BabysDays as required and staff must sign and date/time every time medication is administered.

**This policy was adopted on:.....**

**Signed on behalf of the setting.....**

**Date of next review:.....**