

## Early Birds Pre-School

### Administration of Medication and Creams

Parents/guardians have prime responsibility for their child's health and should provide the pre-school with up to date information about their child's medical conditions, treatment and/or any special care needed.

It is the parents/guardians responsibility to make sure that their child is well enough to attend pre-school

There is no legal duty that requires pre-school staff to administer medication and creams, this is a voluntary role. While pre-school staff have a general professional duty to safeguard the health and safety of their pupils and to act in "loco parentis", that is, to act as any reasonable parents /guardians would, this does not imply a duty or obligation to administer medication and creams

Staff will have access to information on pupils' medical conditions and actions to take in an emergency.

Non-prescribed medicines will only be administered with prior written permission from parents/guardians in extreme circumstances such as trips. Staff will check the medicine has previously been administered without adverse effect and a form must be completed. Staff will never administer medicines containing aspirin unless prescribed by a doctor. Staff will never administer medication containing ibuprofen to children who are asthmatic.

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- **Children taking prescribed medication must be well enough to attend the setting.**
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents/guardians give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s)/guardian(s) date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered. (Form below)

## Early Birds Pre-School

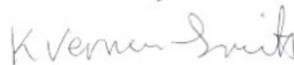
- The administration is recorded accurately each time it is given and is signed by staff. **Parents/guardians sign the record book to acknowledge the administration of a medicine.**
- If the administration of prescribed medication and creams requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

The Early Birds Pre-School Committee approved this policy on

Date 13<sup>th</sup> June 2019

Signed on behalf of the Management Committee

Karen Vernon-Smith



Role of Signatory

Chair

## Early Birds Pre-School

### REQUEST FOR PRE-SCHOOL TO ADMINISTER MEDICATION

### PARENT REQUEST FORM / PRE-SCHOOL CONSENT FORM

Child's Surname	
Child's Forename	
Address	
Date of Birth	
Condition or Illness	
Name of Medication as per container	
Date dispensed	
<b>Full Directions for Use:</b>	
Dosage and method	
Timing	
Special Precautions	
Side Effects	
Self Administration	
Procedures in an emergency	
<p><b>Contact Details:</b> Name, address and daytime telephone number:</p> <p>Relationship to pupil: Mother    Father    Grandparent    Other relative    Family Friend    Childminder</p>	
<p>I understand that a member of pre-school staff has volunteered to administer this medication to my child. Whilst staff will do their best, I also understand that in a busy pre-school, things are sometimes forgotten by accident. I have also made my child's teacher aware that medication is needed at 12.15p.m. I accept that this is a service which the pre-school is not obliged to offer. I am aware that I can attend pre-school myself at 12.15 p.m. to administer medication to my child.</p>	
Signature of parent/guardian	
School Signature	
Date	

# Early Birds Pre-School