**Neatishead and Barton Preschool**

**Administering Medicines Policy**

The pre-school will administer occasional, regular or emergency prescribed drugs or medication. Setting staff may also choose to administer non-prescribed drugs or medicines with the manager’s permission.

Children placed on courses of antibiotics must remain at home until they have had a minimum of two doses without any adverse reactions, after which they can return to pre-school.

The drug or medicine must:

* Have been prescribed by the child’s own medical practitioner where appropriate
* Be kept by the pre-school in a secure place (kitchen) with access only by authorised persons
* Be clearly labelled with the child’s name and dosage

All parents must complete the **Administration of medicine consent form**, including the following information:

* The child’s name
* Date, time and dosage of administration where appropriate
* Reason for drug or medicine
* Name of drug or medicine
* Name of Medical Practitioner where appropriate
* Staff signatures when administered

Parents or carers are required to sign the form when collecting their child to ensure that they are aware of when the medication was administered.

**Only a trained First Aider will administer drugs or medicine, witnessed by another member of staff.**

All medications are stored safely in the kitchen. Any medications which require refrigeration will be labelled and kept in the kitchen fridge.

A Health Care Plan will be drawn up for children who have long term medical conditions and who may require ongoing medication. This is carried out in consultation with the child’s parents.

**Links to other relevant policies**:

* Supervision of children on outings and visits
* Safeguarding Children policy

Legal framework

* Medicines Act 1968

Further guidance

* Managing Medicines in Schools and Early Years Settings (DfES 2005)

Signed on behalf of the Committee

Name of Signatory

Role of Signatory

Date

Date to be reviewed