Manea Pre-school

Medication & illness policy

Please note that medication containing aspirin will only be given when prescribed by a doctor.

Parents must notify us immediately of any changes in the child's circumstances e.g. a dose has already been given at home, medication that the child starts or that current medication needs to be stopped.

Prescribed medication

- Prescription medication will only be given to the person named on the bottle for the dosage stated on the label.
- Medicines must be in their original containers.
- Those with parental responsibility of the child requiring prescription medication must pass the medication to the member of staff at the door on arrival and on the first day of medication must fill in the appropriate form giving details of the administration procedures.
- Where a child is always dropped off and picked up by a childminder or other family member a prescription medication form should be asked for before the child returns and filled in to be brought by the childminder no later than the first day of medication.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will accept written permission once for a whole course of medication for the ongoing use of a particular medication being used in a long term illness.
- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. a new course of different antibiotics
- We will not administer a dosage that exceeds the dose written on the label unless accompanied by a doctor's letter and every time a dose is given it will be recorded on the back of the permission slip with the staff members name, the time given and any side effects.
- If a child refuses to take the medication the person with parental responsibility will be called to inform them.
- Where possible prescribed medication should be given at home. For instance, if 3 times a day then the expectation would be that the child has the medication before pre-school, after pre-school and in the evening. The only exception will be for medications that have a time written on the label that is within pre-school's times or for medications that should be given 4 times a day.

Non prescribed medication

- We understand that at times medication will not be prescribed by a doctor e.g. an anti-histamine. In this case we would expect that it is purchased from a pharmacy

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- Those with parental responsibility of the child requiring the medication must pass the medication to the member of staff at the door on arrival and on the first day of medication must fill in the appropriate form giving details of the administration procedures.
- Where a child is always dropped off and picked up by a childminder or other family member a prescription medication form should be asked for before the child returns and filled in to be brought by the childminder no later than the first day of medication.
- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. a different brand of anti-histamine
- We will not administer a dosage that exceeds the dose written on the label unless accompanied by a doctor's letter.
- Every time a dose is given it will be recorded on the back of the permission slip with the staff members name, the time given and any side effects.
- If a child refuses to take the medication the person with parental responsibility will be called to inform them.
- All medication must be in their original containers, within expiry dates and the instructions must be legible.

Storage of medication

- Medication requiring refrigeration will be kept in the pre-school fridge in the kitchen. The temperature of the fridge is recorded on a daily basis.
- All other medication is kept in the medication cabinet within the kitchen and each child or staff member has their medication in a named wallet with their permission slip.
- The kitchen is locked so that children cannot access the room.
- Emergency medication e.g. inhalers or epi-pens are transported in the green medication bag by the staff member in charge when the children leave the pre-school, for instance to the field or hall.
- Dates are checked regularly and those with parental responsibility are given notice when an item is going to go out of date or is almost finished.
- We do not expect to deliver calpol to any child but this is at the discretion of the pre-school manager and is dependent on individual circumstances e.g. a child who needs the medication for pain due to a serious injury or where it is prescribed by a doctor.

Illness

- The exclusion's for some illnesses can be found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources For any other illnesses please speak to the pre-school manager. Please also check with the pre-school manager as there may be other exclusions other than those in the above link put in place when there is an outbreak of an illness.
- The pre-school may change the exclusion for certain illnesses where there are high cases and this may be with advice from the Health Protection Agency.
- Children who are unwell or have a high temperature should not attend pre-school and we will refuse entry to children who have had calpol or other medication to lower a high temperature.
- Parents/carers are notified if there is an infectious disease, such as chicken pox.
- Parents/Carers must inform the pre-school by telephone if their child is ill.
- Parents/Carers must inform the pre-school if their child has an infectious disease, such as chicken pox, sickness or diarrhoea.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

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