**Administering medicine**

**Policy statement:**

It is not our policy to care for children who are unwell and should be at home until they are well enough to return to the setting. However, we will administer prescribed medication when they are recovering from an illness and well enough/passed the incubation period to return. We ask that any medication prescribed is administered for at least 48 hours before your child returns to preschool to ensure there are no allergic reactions/adverse effects.

If possible, we ask that all medication be administered before your child comes in, although we are aware this is not always possible. It is the responsibility of the manager and deputy manager to ensure consent is given, medication stored correctly, and records kept up to date.

**Procedures:**

* Children taking prescribed medication must be well enough to attend the setting.
* We will only administer medication prescribed to the child and will follow the directions on the label from a doctor.
* Non-prescription medication, such as pain relief (Calpol) will not be administered unless there is an extremely high temperature and consent has been given by the main caregiver. The child will then be cared for whilst we wait for their main caregiver to collect them.
* Children’s prescribed medicines are required to be in their original packaging with instructions on, clearly labelled, in date and stored correctly.
* When administering medication, we have one staff member observing to ensure the correct dosage is given and to confirm the time it was given. This is then added to the notes onto the child’s tapestry account for our records. Parents will be notified at the end of their child’s session when they last had medication.
* For some conditions, medication may be kept in the setting and administered on a regular or as and when needed basis, such as inhalers. It is the responsibility of management to ensure all medication kept on a long-term basis remains in date.
* For some medical conditions, additional training may be required to gain a basic understanding of the condition, as well as how to correctly administer medication. This will be arranged in partnership with the main caregivers.