Jack and Jill Pre-school

Administration of Medication Policy

Statement:

Jack and Jill place the child’s well-being at the heart of the ethos of the setting. All staff are paediatric first aid trained but it is not a compulsory part of their job to administer medicine and we respect the decision made by individual members of staff. There will, however, always be staff willing to administer medicine on site, and for any clarification of this matter please check with the childcare executive.

This policy should be read alongside the Health and Hygiene Policy

AIM:

Jack and Jill aim to safeguard and maintain the well-being of all children within the settings and the staff who look after them. We work in partnership with the parents/carers and information sharing is vital.

METHOD:

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine or creams.

Jack and Jill require written consent in advance from parents/carers which clearly shows:

* Child’s full name and address
* DOB
* Date and expiry date
* Dosage

Medication must be in its original container, have the prescription attached and be accurate for the ailment.

Non-prescribed medications cannot usually be administered but the childcare executive may make the decision to administer in exceptional circumstances.

RECORDS:

A record will be made each time medication is administered; it will confirm the time and dosage of administration and which staff member did so- it will be signed by the staff member

TRAINING:

Staff will attend training to meet specific needs concerning administration of medicine or health related matters.

In an emergency an ambulance will be called for and parents/carers informed immediately.

STORAGE:

All medication will be stored as detailed on the medication, for example in the fridge or in dry cupboard. It will be individually bagged and labelled appropriately.

Once the prescription/course has ended any containers will be returned to the parent/carer to dispose of.

STAFF MEDICATION:

Staff medication on the premises must be securely stored in the medicine cupboard/fridge. It must be clearly labelled. Staff must inform their manager or the childcare executive if they are bringing any medicine on to the premises and ensure that it doesn’t impair their ability to work.

This policy was adopted by Jack and Jill Pre-school at a meeting held on: 23rd October 2020

It is signed on behalf of the setting by: Joanne Parry, Chairperson