



## **ADMINISTERING MEDICATION** **POLICY**

If a child attending Fusion Pre-School Southdown requires **Prescription Medication** of any kind, their parent/ carer must complete a **Permission to Administer Medication** form in advance (See attached). Staff at Fusion Pre-School Southdown will not administer any medication without such prior written consent. While it is not our policy to care for sick children, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

If a child has not had a particular medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Ideally children should take their medication before arrival. Fusion Pre-School Southdown will only administer medication that has been prescribed by a Doctor. To ensure that this is the case all medication provided must be in the original packaging, have the prescription sticker attached, which includes the child's name, DOB the date, the type of medicine, the dosage. Two members of staff will be responsible for administering medication or for witnessing self-administration by the child and this will be recorded on the child's 'Administering Medication Sheet'. The Leader/first aid trained member of staff will record receipt of the medication and will check that the medication is properly labelled and will ensure that it is stored securely during the session.

### **Before any medication is given, a First Aider will:**

- Check that Fusion Pre-School Southdown has received written consent via Permission to Administer Medication
- Check medicine for appropriate labelling
- Ask another member of staff to witness that the correct dosage is given.

### **When the medication has been administered, First Aiders must:**

- Record all relevant details on the **Permission to Administer Form** and both staff sign.
- Hand medication back to parent if necessary.

If a child refuses to take their medication, staff will not force them to do so. The Manager will contact the child's parent/carer to notify them and the incident will be recorded on the **Permission to Administer Form**.

If a child suffers from a long-term medical condition and requires daily medication, Fusion Pre-School Southdown will require children to have a set of their medication at Fusion Pre-School Southdown, ie Epi-Pen, Insulin pens. It is the parent/carer's responsibility to ensure

that medication is in date and new medication is provided when necessary. Fusion will implement a person Medical Care Plan for each individual child and a meeting with the family will be arranged. Any child/ren that has regular medication at Fusion Pre-School Southdown will have it kept in the Committee Room in the cupboard. We will liaise with Parents/Carer individually).

The box will contain:

- The prescribed medication in the original packaging, correctly labelled.
- Medical Care Plan if necessary
- Any GP correspondence to clarify exactly what the symptoms and treatment are so that Fusion Pre-School Southdown has a clear statement of the child's medical requirements. Any change of dosage must be communicated by the parent via email/text to Fusion Pre-School Southdown.
- **Permission to Administer Form**

Certain medications require specialist training before use, eg. Epi Pens, insulin injections. If a child requires such medication the Leader will arrange appropriate training as soon as possible. However, it may be necessary to absent the child, until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication. If certain medication, ie an epi-pen is unable to be provided for Fusion Pre-School Southdown, we will require written consent from the parents that they understand the consequences and do not hold Fusion Pre-School Southdown liable. Additionally, if dosage of regular medication changes, it is the parent/carer's responsibility to give Fusion Pre-School Southdown written consent via email/text.

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
20.07.22	04.09.2023	04.01.2024	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Health [3.52-3.55]</i>			
Signed and approved:	Fusion Pre-School Southdown		

