



## **Busy Bees @ LPS – Medication Policy**

Busy Bees @ LPS believe that children who are sick should be at home until they are well enough to return. Should children need Calpol or Nurofen prior to a Busy Bees session, then they should stay at home until well enough to attend. However, we recognise that sometimes children will need medication to help maintain their health and well being or when they are recovering from an illness. In these circumstances, we will agree to administer medication. Administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. **We will only administer prescribed medicines.** If necessary, we will access help and advice from appropriate sources such as the NHS and we will work with the family and other partners to understand how any care plans can be best delivered.

### **Consent**

Parents/carers must give prior written consent for the administration of medication. No medication will be given unless the consent form is complete and signed. The form in the Medication Record book includes the following information:

- Full name of child
- Name of Doctor
- Name of medication and strength
- Dosage to be given in the Pre-school
- Timing of dosage to be given, if applicable
- Circumstances in which medication is to be administered (if for emergency use)
- Signature, printed name of parent/guardian and date to confirm that the medication, dosage and timings given are correct. This signature also authorises Busy Bees to administer the medication.

### **Administration**

The administration of medicine must be recorded accurately each time it is given and signed by staff. The record must then be counter-signed by the Manager or Deputy Manager. Parents must sign the record when they collect their child to acknowledge the administration of a medicine. The medication record book must record:

- Date and time of dose

- Quantity administered
- Signatures of staff administering dosage.
- Parent will counter-sign the record underneath the staff signature.
- Counter-signature from Manager or Deputy Manager

### **Storage of medicines**

All medication must be clearly labelled with the child's name and will be stored safely. We have a medications box which is stored on the top shelf of a cupboard on the wall in the kitchen. Alternatively, if necessary, medications will be refrigerated.

### **Training**

If the administration of prescribed medication requires medical knowledge, training by a health professional will be arranged for all staff. In these circumstances, the responsibility for administering the medicine will remain with the parent. If additional help or support is needed then a child's admission into Busy Bees may be delayed to allow for the staff and committee to access training or learn about the condition.

### **Long term medical conditions**

A full risk assessment will be carried out for any child with a long-term medical condition that might require on-going medication.

<b>This policy was adopted on</b>	
<b>Signed on behalf of the preschool</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	