



## Policy - Medicines

**Title:** Medicines  
**Category:** Illnesses Accidents and Incidents  
**Review Date:** 30th Aug 2024

**Description:**  
Medication POLICY

It will not be usual for us to administer medicines to any child at Preschool. Due to the shortness of our days most medication timings can be worked so that the child can have any relevant medication at home. However this does not include medication such as inhalers and epi-pens.

**Inhalers/Epi-pens**

Parents/carers will be asked to complete an Allergy and Medical Care Plan for any child requiring the use of an inhaler or epi-pen. This will include a parental permission for administering medication. We have staff that are first aid trained and will be made familiar with each individual's requirements.

**Storage of Medication**

Medication will be kept in each child's individual plastic container in the Manager's office together with the child's Care Plan. If staff are required to administer this medication then they will add this information to the child's medical form on the babysday site and the parents/carer will receive a notification via the site which they will be required to sign . If for any reason outside medical assistance is required then the Manager will contact the parent/carer immediately.

**Review of Medication**

The Manager will carry out a review of any medication held on the premises at the end of each term. This is to ensure that all medication is still in date and the dosage has not changed. Parents/carers must ensure that the Manager is made aware of any changes to their child's care plan immediately, and must sign the updated care plan before medication is given to a child.

Please note that Burpham Preschool will not accept any liability if an emergency arises as a result of a parent/carer not advising the Preschool of any changes to their child's care plan.