



Rainbow Pre-School and Extended Services

Medication Policy

Policy Statement

Rainbow Pre-school & Extended Services is committed to supporting children who require medication in a safe manner which protects their wellbeing.

Procedure

Medical information is obtained from parents upon their child's entry to the setting via the registration form.

Parents are requested to inform the setting of any changes with their child's medical details.

Prescriptions provided by a registered General/Medical Practitioner may be administered to children.

Parents/carers must complete a medication consent form for all/any medication, one for each prescription (a blanket consent is not acceptable). This completed form must be handed, together with the drugs/medicines, to a member of staff at the setting complete with the prescription label.

Drugs/medicines will only be administered to the child for whom they are prescribed.

Non prescribed creams or ointments will be applied when a parent has completed and signed a medical consent form.

All drugs/medicines must be stored strictly in accordance with product instructions as shown on the original container label. Medication that needs to be refrigerated will be in an airtight container and clearly labelled.

Parents must inform staff of the last dose of medication (amount and time) when their child arrives at pre-school.

The actual member of staff administering the dose, must have a pre-school manager present to witness the administration of medication and both the staff member and manager must sign the medical record.

A record of drugs given should be made indicating the time, dosage. Those administering the medication will check the prescription label against the consent form before giving it to the child. The consent form will be signed by the person administering the dose, signed by a witness (manager/deputy), parents/carer sign the record to acknowledge each administration of the dose at the end of the session/day.

If a child is reluctant to take the medicine or is immediately sick following administration, this should be noted on the child's record sheet and the parents informed.

If the administration of prescribed medication requires medical knowledge, individual training will be sought and provided for staff by a relevant health professional. Ofsted and insurers will be informed.

A child needing on going medication (for example Asthma inhalers, epipens etc) will have an individual care plan which will detail what to do in case of emergency, agreed and signed by the

parent or carer. This will be stored with the medication, in the designated cupboard, for ease of reference for all staff.

Unwanted / unused medicines or out of date medication will be returned to the parent/carer for disposal/on-going use.

If children are prescribed any medication by a GP that they have NOT been given before, they may only return to the setting having been given the medicine for 24 hours or longer.

Calpol will NOT be administered, unless in the circumstances of our 'high temperature policy', or at the discretion of a manager. Antihistamine medications will not be administered, unless in the circumstances of an allergic reaction, insects sting or bite, or at the discretion of a manager. The parent will be informed via telephone.

Whilst a child can still be admitted into the setting having been given one dose of calpol at home before a session, children will NOT be admitted if they have been given two or more doses of Calpol within a 12 hour period.

This policy was adopted by

Rainbow Pre-school & Extended Services

On

6th September 2012

Date reviewed:

12th November 2025

Signed on behalf of the provider

H Adams

Name of signatory

Hannah Adams

Role of signatory (e.g. chair, director or owner)

Head of Teaching and Child Development