MEDICATION POLICY

A St. John's Sunshine Pre School we are fully aware of how children's health can change, and it is our duty to ensure that a child remains safe and healthy whilst at Pre School.

To ensure that we do our best we ask the following;

- We ask that if a child is receiving any medication that parents inform staff within the Pre School as soon as possible even if the medication will not be administered whilst at the setting.
- If the child is taking a limited course of medication we do ask that you inform us of this and the last time this was administered, even if not having this whilst at the setting.
- Any non-prescribed medication such as Cough Medicine will not be administered by the Pre School staff.
- If staff are expected to administer medication then the parent needs to have completed the Medication Book prior to this with the exact dosage, time last given and time to be administered by staff. The parent will then be expected to sign the book on collection.
- If staff administer medication this will be done by any staff member along with the Manager or Deputy to check details and procedure.
- Under no circumstance will the Pre School administer Paracetamol (such as Calpol).

If any medication such as those for epilepsy are required the Manager will ensure all staff receive the appropriate training for this.

EpiPen

If your child requires an EpiPen then the Pre School must always have at least one pen onsite, but preferably two pens should be supplied. These will be kept within the Pre School in a named box in the filing cabinet (unlocked during childcare hours).

The EpiPens should be in date and in a pharmacy labelled box.

Parents along with the Manager will be expected to provide a written procedure containing the following;

- What the allergy is to
- When to administer 1st EpiPen
- When to administer 2nd EpiPen

- when to contact 999 for an ambulance
- Contact number for parents

This will always be displayed in the setting during the opening hours.

Inhalers

If your child suffers with Asthma then we ask that an inhaler and spacer are always kept within the setting.

The parents will be asked to complete a procedure record with the following;

- Asthma symptoms
- How many puffs to be given at any one-time e.g. 1 puff count for 10 seconds for total 2 puffs.
- In the event of an asthma attack what the procedure is e.g., how long between every 2 puffs.
- When to contact a parent
- When the setting should contact 999 for assistance

This will always be displayed within the Pre School during opening hours

Allergies

If your child has an allergy to something then we ask that you inform the staff at the Pre School prior to them starting or as soon after the first signs of the allergy.

We will then ask you to complete an awareness sign which will include the following;

- Full Name
- Allergy to
- Symptoms of reaction
- Medication to be supplied e.g. Piriton, EpiPen
- When to contact 999 for assistance
- When to contact Parents.

This information will also always be displayed within the setting during opening hours.