Sticky Fingers Pre-School
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14 - Medicines policy

***Our aim*:** to ensure medication is administered in a safe manner ensuring protection of all children and adults in our setting.

Procedures

- At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.
- There is space provided on the enrolment form to inform the pre-school of any medical needs.
- The Manager will adopt a health care plan to identify the level of support that is needed (not all children with medical needs will require an individual plan), which will be discussed with parents/carers and signed (a copy of this will be kept in the child's file and a copy given to parents/carers).
- When a child starts, parents/carers will be asked to sign the pre-school's medication sheet and record dosage, name of the prescribed medication, etc to give administrative consent and acknowledge the entry.
    - The medication sheet is kept safely locked in a filing cabinet (when pre-school is closed)
    - all staff know where it is kept and how to complete it
- Parents/carers must bring prescribed medication to the pre-school with it in the original container as dispensed by a pharmacist and include the prescriber's instructions, labelled with their:-
    - child's name on it
    - name of medicine
    - dose
    - method of administration
    - time/frequency of administration
    - any side effects
    - expiry date
- When medication is administered it will only be administered by a qualified first aider. The staff member who administers the medication to the child will record this on the pre-school medication sheet and sign this.
- The prescribed medications are stored in their original containers, are clearly labelled and are inaccessible to the children (the pre-school cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions).

Storage

- Normal prescribed medication will go home safely with child at the end of the session

by staff handing medication directly to the parent/carer.

- Prescribed medication will be stored safely and parents/carers will be asked whether the medication needs to be stored in the fridge during the session.
- With life threatening/long term medical needs, medication will be accessible to adults and taken outdoors during outdoor play, outings, walks, etc. Medication will stay in the safe hands of a qualified first aider when outdoors at all times.

Physical activities

- Any restrictions on a child's ability to participate in physical activities should be recorded in the child's individual health care plan.
- Some children may need to take precautionary measures before or during physical activities i.e. asthmatics. These prescribed medications will be carried by an adult during physical activities i.e. taken outdoors to ensure immediate access to their medications i.e. asthma inhalers
- The pre-school phone, register (containing child's contact and emergency numbers) and emergency procedure will be carried by the Manager (Deputy Manager if Manager not present) in the case of an emergency.

Educational outings/trips

- All pre-school children are encouraged to participate in outings. The pre-school will ensure medical needs are met i.e. implementing a risk assessment for such children.
- If the pre-school staff are concerned whether they can provide for a child's safety or the safety of other children on the outing, then staff will seek parental views and medical advice if needed.
- During pre-school outings it will be the parents/carers responsibility to keep and administer their child's medication safely.
- For non-attending parents/carers, it will be the pre-school Manager's (or Deputy Manager's if Manager not present) responsibility to take, store and administer prescribed medication.
- The child's health care plan (if they have one) will be taken on trips in the event of information being needed in an emergency. Contact and emergency numbers and the medication book will be in the control of the Manager (or Deputy Manager if the Manager is not present) at all times.
- In some cases a risk assessment will be implemented.

Staff Responsibilities

- The child will be made aware of whom their key person is.
- Health care plans will be reviewed depending on the nature of the child's particular needs. Some will need reviewing more frequently than others.
- All medication will be administered by a qualified first aider.
- We will endeavour to get training on any specific medical condition if notified by parents/carers of their child's medical needs.

Parental responsibilities

- Parents/carers should declare to the pre-school any allergies, etc on the child's enrolment form before their child starts pre-school.
- It is the parent's/carers' responsibility to inform the pre-school of any changes in this.
- Parents/carers should inform the pre-school about medicines that their child needs to take and provide details of any changes to the prescription or to the support required.
- It is the parent's/carers' responsibility to replace any medication e.g. when it has

been used, when it reaches the expiry date.

WE DO NOT ADMINISTER ANY NON-PRESCRIBED MEDICATION – If your child comes to pre-school ill (e.g. with a high temperature, fever, etc…), parents will be contacted and requested to come and collect their child to take them home.

_ Parents/carers are advised to not send their child to pre-school when they are ill. e.g. have sickness, diarrhoea or an infection.

Refusal of medication

_ If a child refuses to take their prescribed medication, then staff will not force them to do so. However this will be noted down on the medication sheet and parents/carers will be informed of the refusal and requested either to come to pre-school to administer the medicine or to take the child home.
_ If refusal to take medication results in an emergency, the pre-school emergency procedures will be followed.

Record keeping

_ Parents should tell the pre-school about the prescribed medicines that their child needs to take and provide details of any changes to the prescription or the support required.
_ However staff should make sure that this information is the same as that provided by the prescriber.
_ Medicines will be checked that they are in their original containers as dispensed by the pharmacist and include the prescriber's instructions.
_ The pre-school will keep written records of all medicines administered to children and will ensure parents/carers sign the medication book to acknowledge the entry.

Safe storage

_ All medicines will be stored in the kitchen area along with our first aid box in a clearly marked high cupboard which is only accessible by adults.
_ All medication which is kept in the custody of the pre-school is kept in a locked filing cabinet within a locked room when the pre-school is shut.
_ Expiry dates are checked every month.
_ Any medicines kept on site are only for long term medical needs for example epi pens will be stored in a labelled container with the child's name on it and securely locked away in the office at the end of the day.

Emergency procedures

_ All staff are to read and know the procedures in an event of an emergency situation.
_ One member of staff (qualified first aider) will administer the prescribed medication where applicable and comfort the child.
_ Another member of staff will call the emergency services and contact the parents/carers. In the event of failure to get in contact with the parents/carers, then the emergency contact numbers will be tried.
_ Should the parents/carers not be present when the ambulance arrives, then a member of staff will accompany the child in the ambulance to hospital and remain with the child until such time the parents/carers arrive. Staff will do their utmost to get in contact with parents/carers using the telephone numbers provided on the child's

enrolment form - home, emergency and GP contacts and health care plan if they have one.

Risk Assessments and Management Procedures

- Each individual child will have their own risk assessment for their specific medical needs and risk reduction actions taken to reduce the probability of a risk occurring to that child.
- Management will be responsible for identifying and monitoring high risks to reduce their probability or level of impact.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton