Delaware Pre-School
Providing Quality Childcare Since 1969

Medication

The named people responsible for medication are Holly Anderson, Zoe Pluckrose and Demelza Edwards.

As far as possible Parents/Carers are encouraged to administer any medication at home. If it is necessary for medication to be administered at Pre-School the following procedures should be adhered to:

- Children must be well enough to attend, if a child appears to be or becomes ill during a session the parents/carers will be contacted. Followed by emergency contacts if necessary. If a child has been unwell at home and paracetamol administered the child should not attend pre-school.
- Medicines are to be stored in their original containers, clearly labelled by the doctor/ pharmacy and in the locked first aid box or the staff fridge.
- Medicines must be checked to ensure it is in date.
- Only essential medicines will be administered during the Pre-school Day by permanent level 3 qualified staff. These will only be those prescribed by a doctor. After starting antibiotics, a child must not attend pre-school for 48 hours (as per advice from our paediatric first aid trainer. This is for the purpose of most allergic reactions being experienced during this time frame). Parents must submit a written permission form before any medicine is administered. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded. Administration must be witnessed and signed for by a second member of appropriately trained staff.

- Parents/carers must fill in the medication form before medicine can be administered. The last dose administered at home MUST also be recorded by the parent on the form and signed.
- Written records are kept of all medicines administered to children, and parents sign the form to acknowledge the entry each time the medicine is administered.
- Epi-pen - Any member of staff can administer an epi-pen in an emergency. All staff will be informed of any child enrolled that may require an epi-pen due to an allergy. Form a fist around the

pen and pull off the blue safety cap. Position orange end about 10cm from outer mid thigh. If possible, remove clothing but you can keep clothing on as long as you mind buckles, zips, seams, pockets etc. Swing and jab the orange tip into the thigh at a 90-degree angle and hold in place for 10 seconds. Remove pen and massage area. An ambulance must be called for a child who may require an epi-pen. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen that must be prescribed. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents or carers should be contacted after this call has been made.

- Complaints - should parents be unhappy with any aspect of their child's care at Delaware Pre-School, they must discuss their concerns with Holly, Zoe or Demelza and any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to the Management Committee. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the DPS complaints procedure.
- If a child is taking medication for the first time, we ask that parents keep the child at home for 48 hours to ensure no adverse effects.
- If a child has been given paracetamol or ibuprofen we adhere to a 24 hour exclusion period from Pre-school.
- Individual healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child, parent or carer in addition to the advice in writing of relevant medical professionals.
- Medication should be returned to the parent or carer at the end of a child's session. Parents or carers can leave an inhaler and spacer here if they have a spare one at home.
- Risk assessments will be made for long term conditions - Parents or carers are included in making theses to help us with managing the condition.
- The same policy and procedures for medication will be used on outings.
- In an emergency - all staff have been appropriately trained to administer emergency paediatric first aid if necessary. If an ambulance needs to be called, staff will: outline the full condition and how it occurred and give details regarding the child's date of birth, address, parent's names and any known medical conditions.

Children will be accompanied to the hospital by a member of staff if this is deemed appropriate. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

	2025	2026	2027	2028	2029	2030	2031
Chair's signature	AA	AC					
Manager's signature	[illegible]	[illegible]					
Date of review	July 25	Summer 26					
Next review	July 26	Summer 27					

Changes 2025	Explanation of antibiotic 48 hr rule as requested by parent/carer. Name changes
Changes 2026	explanation of calpol exclusion
Changes 2027	
Changes 2028	
Changes 2029	
Changes 2030	
Changes 2031	