

Procedure for the administration of medicines

For the purpose of this document, the term medicine is used to refer to prescription and non prescription medication (suspensions, inhalers and tablets), injected medicines, creams and lotions.

Any medicine can only be given after full written parental consent. All such forms are kept in the Accidents Folder.

- 1 It is the policy of this Playgroup to administer prescribed medication only with the exception of nappy cream.
- 2 If your child needs to start a course of prescribed medication, please keep them at home for the first 24 hours after administration. This is in case of an allergic reaction.
- 3 Children taking prescribed medication must be well enough to attend the setting. The medication should be administered before the child attends the setting and notification of the medication should be given to the staff when the child attends in the morning via a bumps form. Again this information should be given to assist the staff if the child has an allergic reaction.
- 4 **Staff will not generally administer “non-emergency” medication such as antibiotics.**
- 5
- 6 **No Ibuprofen, Paracetamol or Aspirin will be given to any child under any circumstances. Parents are requested not to put sachets into changing bags or lunchboxes**
- 7 All medication must be clearly labelled with the child’s full name and placed in a bag, along with any other necessary equipment. This will be stored in the kitchen cupboard.
- 8 Any medication administered will be record and parents must sign the record when the child is collected.

Allergies

Training specific to the need of the child will be sort before a child is able to start in our setting.

Asthma

- 1 All staff have been trained in the use of inhalers and asthma care by the Asthma Nurse
- 2 The playgroup leader reserves the right to send home a child if they feel that their asthma is not sufficiently under control at anytime during a session and seek emergency medical support if required.
- 3 Any child requiring Prednisolone tablets to control their symptoms will be asked to remain at home for at least 48 hours whilst their conditions stabilises.

Other therapies

Advice will sort as required.

This procedure was adopted at a meeting of Linton Granta Playgroup and Toddlers Committee

Held on (date)

04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

To be reviewed on (date)

By Dec 08