



Clyro C.I.W. Primary School

Many hands build a house, many hearts build a school.



Medication Policy and Procedure

Clyro Pre School does not accept children who are unwell at the time of arrival at the provision.

This policy relates to:

- Children who become unwell while attending Clyro Preschool
- The medication management for children in specific circumstances and links with the contract for parents/carers, admissions policy and procedure and inclusion policy.

It is the policy of Clyro Pre School to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.

Parents/carers complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.

Medication is administered only if it is prescribed by the child's doctor.

Written permission from parents is obtained before administering any medication and the procedure of completing Medication forms must be followed.

If medication is administered to a child, this is with the written agreement of the parent and with an understanding of the possible side effects of the medication.

Clyro Pre-school setting checks that any medication given conforms to the provisions insurance policy requirements.

All staff at Clyro Pre School Setting know who is responsible for administering medication at any time

If the administration of prescription medicines requires technical or medical knowledge, then individual training is provided by a qualified health professional prior to the admission of the child. Training is specific to the individual child concerned

Medicines are stored in the original container, clearly labelled with the child's name and kept in a locked cupboard/ fridge away from children.

Medicines are stored at the correct temperature, temperatures checked, and records kept.

Medicines are returned to parents/carers daily or after the prescribed period of treatment depending on the medication.

All medication is always inaccessible to children and kept in a locked cabinet/fridge (immediate access is enabled as necessary).

Medication that is found to be out-of-date is not administered.

Written information is gained to establish from the person delivering the child exactly when medication was last administered. This is done by parents filling in the medication form.

Medication is administered to a child only by a delegated and trained member of staff.

The time and dosage of medication given is recorded and witnessed by another designated member of staff in the provision.

The parent/carer is required to sign and record the administration of medication on the same day when they collect the child.

The application of creams will be treated as medication and Medication forms need to be completed and creams need to be kept in the medication container.

Records relation to medication administered are kept in line with Clyro Preschool Setting confidentiality policy and retained in line with regulatory and insurance company requirements.

Please speak to the Setting Leader regarding any medical requirements your child may need.

Date of last review: December 2024

Signed:

Date of next review: December 2025