

# Chandlers Chatters Playgroup/Pre-school

## Administering Medication

All children are welcome at Playgroup, as long as they are well enough to attend, whether they have medical needs or not we believe that the administration of medicines will only take place when it is detrimental to a child's health (EHC Plan). However, in some circumstances we will consider administering medicine to a child (i.e. in the cases of asthma or allergies), but this will only be undertaken with the written consent given by the child's main carer and appropriate training (where necessary) is undertaken by a nominated member of staff.

A **Medication Authorisation Form** must be completed by the main parent/carer for each medicine/drug to be given and authorised by the Manager. Completed and signed forms will be filed in the **Medicines Needs Register** and kept at playgroup. All sample forms are kept on site.

The following conditions need to be adhered to by the Playgroup and the main parent/carer in order for medicine to be administered:

- We will not administer any medication unless the child is on an EHC Plan
- The drug or medicine must have been prescribed by the child's GP or consultant and given to the Playgroup by the main parent/carer.
- The drug or medicine will be kept in a secure place with access given only to authorised persons.
- The drug or medicine will need to be clearly labelled with the original pharmacy label, with the child's name and dosage.
- The drug or medicine will only be administered to the named child.

If there is an instance where training for specific drug/medicine administration is required, the Playgroup will require written details of the child's condition, how and when to administer the drug/medicine and any other relevant information from the child's GP. Any training that needs to be undertaken will be completed before medication can be administered and will comply with the terms of the Group's Insurance Policy. All details will be kept in the **Medical Needs Register**.

If medication is given by an authorised member of the Playgroup staff, then a **Medication Administration Form** will be completed showing the child's name, medicine type together with dosage, date/time given, names & signatures of responsible member of staff and witnessed by the Manager (or deputy). The completed form will then be signed & dated by the parent/carer when they collect their child.

Staff that are taking medication should notify the Manager of the type and reason why they are on medication. The Manager must ensure that taking medication does not affect the member of staff in any way that would compromise the safety of the children of the group and that the reason for taking the medication does not put any child at risk from infection.

- only medicine or drugs prescribed by a GP and **this does not** include over-the-counter medicines.

Policy Reviewed – Nov 2017  
Next Review Date – Nov 2018