

## ISLEHAM UNDER FIVE'S ASSOCIATION

Isleham Pre School is managed by an elected committee of parents.  
It is situated in the grounds of the local school in the village of Isleham.  
Children who attend the setting come from mixed socio economic backgrounds.  
They are drawn from Isleham and the surrounding villages.

### Administration of medication Policy

Isleham Pre School's prime concern is always for the health, safety and welfare of the children attending.

Generally, it should not be necessary for Pre School staff to administer routine medicines to the children. If children are unwell they should be kept at home and a period of recovery allowed.

As Pre School sessions are short it should not be necessary for staff to administer routine medication such as antibiotics and this policy therefore makes no provision for this.

With respect to the administration of emergency medication this policy should be considered in conjunction with our special needs policy.

Where a child has the need for the use of an inhaler we undertake to administer the medication where necessary providing that: -

- a) The medication has been prescribed by the child's GP or has the manufacturer's instructions clearly upon it.
- b) We have the parent/carer's written consent and clear instructions upon the product use – a form will be supplied for this purpose.

Where the administration of a potentially life saving medicine may become necessary (e.g. adrenaline injections/epipens for anaphylactic shock caused by an allergic reaction) we would make every endeavour to cater for the needs of each child with each case considered individually. Where it is agreed to administer such medication it will be subject to the prior written agreement of our Insurers and providing that: -

- a) The child's GP/Consultant supplies a letter detailing the nature of the condition and the treatment required.
- b) We have the Parent/Carer's written consent to allow the staff's administration of the medication – a form will be supplied for this purpose.
- c) The Pre School staff have the necessary training and experience to administer such medication.

Should specific training be necessary for staff in order to administer such medicines we would endeavour to provide this where possible.

It is the parent/carer's responsibility to ensure that all medication is within its expiry date.

A file confidential to the staff will be retained at the setting detailing the child's name, medication and condition. Parent/Carer consent and specific insurance cover confirmation where necessary.

This policy was adopted at a pre school meeting (date).....

Signed on behalf of Pre School.....