



KINDERGARTEN MEDICAL CONDITIONS AND MEDICATION POLICY

INTRODUCTION

This policy is addressed to all staff and covers the administration of medication to children in the care of the Kindergarten by staff.

AIMS

Our aim is to implement and maintain an effective management system for the administration of medicines to all children in our care in order to ensure that the Nursery provides support to individual children with medical needs.

PROCEDURES

Liaising with Parents

- The Kindergarten promotes ongoing communication with parents in order to ensure that the specific medical needs of all children in our care are known and met.
- Staff at the Kindergarten will not administer any medication to a child without obtaining prior written permission from their parents.
- Where parents have provided written permission for medication to be administered, staff will ensure that parents are informed on each and every occasion that any medication was administered.

Training

- Where it is identified that the administration of prescription medication to a child requires technical or medical knowledge, appropriate individual training will be undertaken by staff from a qualified health professional.

Prescription and non-prescription medication

- As a general rule, staff shall not administer any medication that has not been prescribed for that particular child by a doctor, dentist, nurse or pharmacist.
- Staff may only administer non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen and only if there is a health reason to do it.

- No child shall be given medicine containing aspirin unless prescribed for that particular child by a doctor.

Storage of Medication

- Medicines are always stored in accordance with individual product instructions.
- All medicines are stored in the original container in which they were dispensed.
- Members of staff should not dispose of medicines. Expired medicines or those no longer required by a child should be returned to the parent/carer

Records

Written records of all medication administered to every child in the care of the Kindergarten are retained by staff and relevant records can be provided, subject always to the laws of data protection, to parents on request.

See also: [First Aid Policy](#)

This policy will be reviewed annually			
Reviewed: March 2017	By:	Kathy Ballantine, Acting Head	Changes made
Next Review: March 2018	By:	Sophie Nevin, Kindergarten Head	

APPENDICES

- Appendix 1: First Aid Equipment
- Appendix 2: Medication
 - Form 1: Health Care Plan
 - Form 2: Parental Agreement to Administer Medicine (Long Term)
 - Form 2A: Parental Agreement to Administer Medicine (Short Term)
 - Form 3: Record of Medicine Administered
 - Form 4: Record of Medicine Administered
- Appendix 3: Anaphylaxis information

KINDERGARTEN MEDICATION POLICY APPENDIX 1

First Aid Equipment

- Principal First Aid Box
- Outdoor First Aid Box
- Trips First Aid Bag
- Defibrillator