

MATLOCK PRE-SCHOOL PLAYGROUP

MEDICAL RECORD PROCEDURE

Matlock Pre-school Playgroup fulfils their responsibilities to all children including those with specific medical needs.

Before we agree to administer medication to a child the following conditions must be met:

- The child's medical procedure must be discussed with parents and or carers.
- Medication must be prescribed by a medical practitioner.
- Medication must be in its original packaging with the child's name on and must include the prescribed instructions for administration and the date prescribed
- The dosage and timing requested should match the instructions on the packaging
- The person who has parental responsibility for the child should have seen and consented to the proposed medication, timing and dosage
- Medicines should be stored in a safe place out of sight and reach of children
- Where it is necessary to carry out an invasive procedure arrangements should be made to protect the dignity and privacy of the child. Consideration must also be given to avoiding distress to the child and to other children.
- Where necessary, practitioners should receive training from an appropriate professional in the administration of the medication for this child and relevant procedures in the event of an emergency.

The first dosage of any medication should be taken at home in case of any new reaction.

Lifesaving medication/invasive treatments e.g. adrenaline injections, rectal administration require:

- A letter from the child's G.P./Consultant stating the child's condition and what medication if any is to be administered
- Written consent from the person who has parental responsibility of the child's consent
- Proof of training

Children who require additional assistance e.g. tubes

- Prior written consent from the relevant medical training

The medical record book **MUST** be filled in for each child and kept on site

The medical record book is kept:

Woolley Road - small filing cabinet
Tin Hut - Cupboard 7