

MATLOCK PRE-SCHOOL PLAYGROUP

MEDICINES POLICY

We promote the good health of children attending Matlock Pre-School playgroup.

First Aid and Medication

All members of staff in each session have a relevant, current First Aid Certificate. Their names are on display within the setting.

Our First Aid Kit

- Is regularly checked by staff and restocked as necessary.
- Is easily accessible to adults.
- Is kept out of reach of children.
- Is clearly signed.
- Contains a list of children with allergies.

At the time of admission parents' written consent for emergency medical advice or treatment is sought. Parents sign and date their written approval on the registration form.

Our Accident Book

- Is kept safely and accessible.
- All Staff and volunteers know where it is kept and how to complete it.
- It is reviewed at Staff Meetings to identify any potential or actual hazards.
- Parents/carers are informed about any accidents, injuries and treatment given and asked to sign the Accident Book

Our Administering Medicines Book

- Is kept safely and accessible in: small filing Cabinet -
WR
Cupboard No. 1 - TH
- All Staff and volunteers know where it is kept and how to complete it.

- We require prior written permission for each and every medicine from parents before any medication is given.
- We keep written records of all medicines administered to children and inform parents/carers.

Ofsted is notified of any injury requiring treatment by a General Practitioner or Hospital, or the death of a child or adult that has occurred during a playgroup session or on Playgroup premises. We notify Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring

Any injury requiring General Practitioner or Hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

If we have reason to believe that a child is suffering from a notifiable disease identified as such in the Public Health (infection diseases) regulations 1988, then we will notify and act on the advice given by the Health Protection Agency and inform Ofsted of any action taken. The list of notifiable diseases can be found in the Operational Plan section 2.

Administration of Medication prescribed to an individual child

All medicines MUST have a label from a health professional with the child's name and prescribed dosage on it.

Matlock Pre-school Playgroup promotes the good health of children and will take necessary steps to prevent the spread of infection and take appropriate action when they are ill. We meet the individual children's medical needs seeking advice or training from medical experts.

There is no legal duty on Staff to administer medicines or to supervise children taking their medication. Staff who volunteer to administer medicines should not agree to do so without receiving the appropriate information and training.

- Medication may only be administered when it is essential and prescribed by a Doctor, Dentist, Nurse or Pharmacist. It

must be in-date and prescribed for the current condition and to that child

- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. See Operational Plan – Section 1
- Written records are kept of all prescribed medicines administered to children, and parents are informed, the book is kept with the Accident Book in a locked cupboard.
- Prior written permission for each and every administration of medication is acquired before any medication is given.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Sufficient information about the medical condition of any child with long term medical needs is obtained.
- Matlock Pre-school Playgroup have a first aid box at each site with appropriate content to meet the needs of children, this is clearly signed and kept :

Kitchen cupboard - WR

Cupboard No. 1 - TH

Asthma

Matlock Pre-School recognises that asthma is a widespread serious but controllable condition.

- We welcome all pupils with asthma.
- Provide immediate access to their inhalers at all times.
- Keep a record of all medicines prescribed in the medical record book.
- All staff have undertaken first Aid training and know what to do in the event of a child requiring asthma medication.
- All children are encouraged to manage their own medication.

Administration of unprescribed Ventolin

If a child is having an asthmatic attack staff may ask the emergency services if it is advisable for them to administer another child's inhaler to the child who is having an attack. If a qualified medic deems this necessary then the member of staff will administer the emergency first aid. They will inform the parents/guardians of the child who has received the ventolin and the parents/guardians of the child whose ventolin has been used. They will record the occurrence in the incident book and obtain signatures from both sets of parents/guardians and if possible from the medic who has sanctioned the administration.