



### **Hillside Pre-School**

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS  
[www.hillsidepreschool.co.uk](http://www.hillsidepreschool.co.uk)

## **Medication**

### **Policy statement**

It is our policy only to administer medicines to children who require medicine as a part of the management and maintenance of their health or to those recovering from illness. Children who are unwell should remain at home until they are well enough to return to Pre-School.

### **Procedures**

- Children taking prescribed medicine must be well enough to attend Pre-School
- Only prescribed medicines will be administered. The medicine must be in-date and prescribed for the child and the current condition
- The medicines should be stored in their original containers, should be clearly labelled and inaccessible to the children
- Parents must give prior written permission for the administration of medication.
- Details of any medication given should be recorded in the 'Medication Record' Book. Parents must sign on the same day to acknowledge the entry
- Written permission letters need to be filed in the 'Being Healthy File' under 'Medication'
- If the administration of prescription medicines requires technical/medical knowledge, training will be provided by a health professional

### ***Storage of medicines***

- All medication is stored safely in a lockable cupboard or refrigerator



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- The medicines should be kept in a clearly marked plastic box
- The child's key person is responsible for ensuring that the medicine is handed back to the parent at the end of session
- For some conditions, medication may be kept in the setting. It is the responsibility of the keyworker to ensure that any medication administered is in-date and that any out-of-date medicine is returned to the parent

#### ***Management of long-term medical conditions***

- A risk assessment is carried out for each child with long term medical conditions who require ongoing medication. This is the responsibility of the Pre-School Leader alongside the child's keyperson. Parents will also be involved in the risk assessment and should have routines and activities explained so that they can point out anything which they see could be a potential hazard for their child
- Key staff will have training where necessary in understanding certain medical conditions and how to administer the required medication
- The risk assessment will also include vigorous or other activities and arrangements for taking medicines on outings
- A health care plan for the child will be drawn up with the parent outlining the key person's role and any information that should be shared with other members of staff
- The health care plan will include measures to be taken in an emergency
- The health care plan will be reviewed every six months or more regularly if required
- Parents receive a copy of the health care plan and should sign it

Hillside Pre-School (Chorleywood) Ltd

Registered as a company limited by guarantee in England & Wales

Registered No: 7013187 Registered Charity No: 1132378

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***Medicines on trips and outings***

If children are going on outings, staff accompanying the children must include the key person for the child with the Health Care Plan/Risk Assessment or another member of staff who is fully informed about the child's needs and medication

Medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. A copy of the consent form and a card to record the administration details should also be inside the box.

On returning to the setting, the care should be stapled to the 'Medication Record' book and signed by the parent

If a child has to be taken to hospital, the child's labelled medication box should accompany them

Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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