

## ADMINISTRATION OF MEDICINE POLICY

When a child becomes unwell in our care, it is our practice to contact the parent to discuss the situation. We then follow the following procedures:

- If a child appears to be running a temperature whilst at Pre School, we take their temperature using a thermometer. The Manager / Deputy Manager would also check the temperature.
- If the child is running a fever of 37.6 degrees Celsius or over, we would contact the parent and request that the child is collected from Pre School. We would remove some of the child's clothing and offer water.
- If the child was running a very high temperature, we would attempt to cool them down using a tepid flannel.
- If a child has sickness or diarrhoea at Pre School, the parents would be contacted and asked to pick up their child within an hour of the call. The child would then not be allowed back into Pre School until 48 hours after the last episode of sickness or diarrhoea.
- We will refer to our Infection control policy for a full list of different childhood illnesses and how to deal with them.

It is the policy of St Clements Pre School that medicines will only be given to a child that has had them prescribed by their doctor. These will be administered by the manager or deputy manager. However, the first dose of any medicine must be given at home and parents must take all medicines home at the end of each day. Any child who is prescribed antibiotics must stay at home during the first 24 hours of the course. This is to ensure that the child does not have a reaction to the medicine, and also to allow the child to rest whilst recovering from their illness, as a child who has just been prescribed antibiotics is obviously ill and therefore should not be attending Pre School. Nappy rash cream and suntan lotion can be applied with written consent, but non-prescribed medicine will not be given.

The greatest care will be taken to see that medicines are administered according to the instructions on the bottle or packet. Records of all medication administered shall be made on the medication forms and signed and witnessed as indicated, and the parent would then sign the form when they collect their child.

It is the parent's responsibility to inform staff both verbally of any medication that the child has received before starting their day at Pre School. This is to ensure

additional medication is not given causing a potential over dose. Children who have been given medicine before Pre School to control a fever will not be allowed to attend Pre School that day.

On discovering an infestation in the Pre School, i.e. live head lice, the child's parents will be contacted and asked to collect their child from Pre School as soon as possible and will be advised to treat the head lice at home. Children will be excluded from Pre School until treatment has been applied and all live lice have been removed. It is then the parent's responsibility to carry out daily combing to remove any eggs left in the child's hair. A sign will be put up for parents to see advising them that head lice have been in the Pre School. The sign will also advise them on signs and symptoms to look out for and what is the appropriate treatment to use.

If children cut themselves and a bleed occurs a plaster will be applied to the cut.

### **Review**

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.

28/5/19