



FOREST ROW COMMUNITY PRE-SCHOOL POLICY

11 ADMINISTRATION OF MEDICINES

Pre-school staff will **NOT** administer any medicines to children.
 (Most medicines are not required more frequently than 4 hourly and sessions are always shorter than this.)

In special cases where a child may require an emergency dose of a medicine such as an adrenaline Epi-pen or Ventolin inhaler an exception may be made. Medicines will only be administered where they have been prescribed for that child by a doctor.

Carers must provide the named medication with clear written instructions for the Supervisor to follow. A consent form will be provided.

Medicines must be stored in their original containers, clearly labelled and inaccessible to children. Staff must check and ensure that the expiry date for the medicine has not lapsed.

If the administration of prescription medicines requires technical/medical knowledge (eg Epi-pen) individual training is provided for staff members from a qualified health professional. Staff trained and qualified to administer such medicines are Supervisor Mary Upfold, Deputy Supervisor Jean Wolvey and Pre-school Assistants Toni Grant, Sandra Booth and Sue Miles. Training is specific to the child concerned.

Written records are to be kept of all medicines administered to children **and 2 staff members must sign the record after having administered the medicine.** The parents must sign the record book to acknowledge the entry.

Date Prepared	Reviewed	Next Review
April 1997	May 1999	March 2006
	May 2001	March 2008
Up-dated April 2007	March 2004	
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