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Document.	018	Policy for Managing Medicines			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Policy

There is no legal duty that requires a Setting or its Staff to administer medicine, but in order to ensure the safety of all children in their care, the Trustees of the Duchy Pre-School and Playgroup have agreed the following policy statement.

Rationale

Many children will have some medical needs during their time in the Setting which will require the taking of medicines. This policy aims to ensure that the correct procedures are taken in order to minimise the time that a child would need to be absent and to ensure that their medical needs are met.

Usually the need to take medicines would be for only a short period of time, for example to complete a course of antibiotics. Such medicines should only be bought to the Setting in cases where it would be detrimental to the child's health if it were not administered to them during session times.

Other children may have long-term medical needs which will be provided for by means of an individual Health Care Plan following discussion with parents and any relevant Health Care professionals. This might involve Staff undertaking specific training in the administering of appropriate medicines.

If a child is acutely unwell they should be kept at home until well enough to return. Any child with diarrhoea and vomiting should not be brought back to the setting until 48 hours after the last episode.

Parental Responsibilities

Parents must complete the necessary forms before any medicine can be administered to their child in the setting.

Parents must provide all the necessary medical information regarding their child's medical needs, including details of medicines. They must ensure that the setting is made aware of any changes that

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are made.

Parents will be responsible for the safe disposal of all medicines. Any medicine should be collected by parents, at the end of each half term, as it is illegal to keep medicines on the premises during holidays. Any medicines not collected will be safely disposed of by the Health & Safety officer at a pharmacy.

Confidentiality

The Staff will always treat medical information confidentially. Permission should be sought from the parent as to whom else is allowed have access to medical records and other information about a child. If a parent decides to withhold information from Staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Physical Development

Most children with medical conditions can participate in physical activities. The setting will ensure that there is sufficient flexibility for all children to follow in ways appropriate to their abilities. (See Inclusion Policy)

We understand and promote the fact that for all children, physical activity can benefit a child's overall social, mental and physical health and well-being.

Any restrictions on a child's ability to participate in physical activities will be recorded in their individual Health Care Plan.

All Staff within the setting will be made aware of this and will show sensitivity in dealing with particular needs, ensuring privacy and dignity in accordance with a child's individual Health Care Plan.

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Responsibility for periodic review	Facilities Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Review for AGM	15/11/11	AGM
02	Addition of scope statement.	02/01/14	PNW

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