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| Duchy Preschool & Playgroup, Bradninch | | | Page 1 of 4 | |
| Document. | C0061 | Unprescribed medicine policy | | |
| Revision | 01 | Approved By | Katy Taylor | Approval Date 03/02/2026 |

Scope

Duchy preschool and playgroup can administer non-prescribed emergency Calpol to children who have a fever of 38 degrees C or higher. This is due to the potential for Febrile convulsions.

Children's paracetamol can easily mask other, underlying, illnesses that a child may have. Because of this, children's paracetamol will only be given once while in the setting, when a member of management deems it necessary. Before it is given, a member of management will contact the child's parent/carer to ask verbal permission that their child can have children's paracetamol to prevent the risk of an overdose. Only when verbal permission has been accessed from the child's parent/carer, will children's paracetamol be administered following the manufacturer's instructions. Only a senior member of staff will administer such medicine. The child's parent/carer will be contacted to come and collect that child, who will then not be admitted into preschool for 48 hours, or until they are well in themselves. The parent/carer will need to acknowledge the medication administered on Family.

Duchy preschool and playgroup will provide emergency Calpol to administer to a child if it is deemed necessary that they receive it.

It is important to realise that staff at Duchy preschool and playgroup are not trained healthcare professionals, therefore, if management deem it necessary for that child to see a healthcare professional, parents/carers will be contacted for them to take their child for a medical appointment.

It is also important to stress that giving any non-prescribed medication is at the utmost discretion of the management that are in the preschool that day.

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| Responsibility for periodic review | Annually by the manager |
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Document History

| Rev | Changes | Date | Approval |
|-----|---------------------------------|----------|-------------|
| 00 | Policy Created | 30/08/25 | Katy Taylor |
| 01 | Amended to include all children | 03/02/26 | Katy Taylor |
| 02 | | | |

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