



APPLE BLOSSOM KINDERGARTEN

Medicines Policy & Procedure

Apple Blossom Kindergarten/Manchester Steiner Ltd.

Aims

To meet the individual needs and promote the good health of your child, Apple Blossom Kindergarten will administer medication when requested to do so by parental consent if there is an accepted health reason to do so.

Apple Blossom Kindergarten requires written parental consent from the parent for administering prescription or non-prescription medicine to a child. This form includes:

Name of the child

Date of birth

The name of the medication

If the medication is prescribed by a doctor

If the medication relates to specific medical condition so we can implement a care plan if necessary

If technical knowledge required to administer this medication so we can consult the school nurses team if necessary

When is this medication to be given

Dosage

Signed parental consent for kindergarten staff to administer medication

The request to administer medication form requests the parents to update the school of any changes in writing.

We keep written records of any medicines administered to any child who is cared for on the premises, including the date and circumstances and who administered it; including medicine which the child is permitted to self-administer. These records are must be kept for a period of two years.

The kindergarten ensures that:

- Medication is stored in accordance with product instructions and that children cannot access any medication.
- Written permission of the parent is obtained before any medication is given.
- That we record any medication/treatment given in the 'Medication Record' sheet allocated to your child, detailing:
 - The date;
 - The name of the medication or a full description of the treatment/therapy;
 - The dosage required or the duration of the treatment/therapy;
 - The time the medication/treatment/therapy was administered;
 - The signature of the person who has administered the medication/treatment/therapy;
 - Parent/ carer signature after the medication/treatment/therapy has been administered.

Please note:

- We can give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed for by a doctor, dentist, or appropriately qualified pharmacist or nurse.
- We will not give medicines containing aspirin unless a doctor has prescribed that medicine for your child.
- If the administering of the medication/treatment requires technical/medical knowledge, then we ask to be provided with training from a qualified health professional, and should be specific to the individual child concerned.

Written by: Kate Gray

Signature of Director:

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