

KIA MENA MONTESSORI PRE-SCHOOL

**The Pavilion, Beckenham Sports Club, Foxgrove Road,
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Medicines Policy

While it is not the policy of Kia Mena to care for sick children, who should be at home until they are well enough to return to the setting, the pre-school will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. The pre-school is committed to assisting and supporting children with long term or complex medical needs within the setting.

It is the responsibility of the parent to inform the pre-school of any changes to medicines and/or medical condition of their child. This needs to be put in writing to the Manager.

Generally, children who have needed paracetamol or ibuprofen before they attend pre-school, should be considered as too unwell to attend. We do not usually administer calpol/ibuprofen at the pre-school. In extreme circumstances, when a child's temperature is high we will contact the parent/ carer to collect their child and may ask for permission to administer paracetamol to bring down the temperature. We will note time and dosage and ask parents to sign to confirm this.

The medical needs of any child will be discussed at our weekly staff meetings and training sessions will be carried out where necessary. The staff will always treat medical information confidentially.

Medicines should only be taken to the pre-school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the session. In most cases the pre-school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Non-prescription medicines will not usually be administered. If a child suffers regularly from frequent or acute pain, parents will be encouraged to refer the matter to their child's GP.

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

If a child has not been given a prescription medicine before, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect.

Consent and Administering Medication

When bringing in medicine, the parent must inform a manager or deputy manager. The manager will check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It

must be labelled with the child's name and original pharmacist's label. A suitable spoon or syringe must be provided.

Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. We will check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.

Parents will be asked to sign a consent form stating the following information. No medication is given without these details:

- full name of child and date of birth
- name of medication and strength
- who prescribed it
- dosage to be given
- how the medication should be stored and expiry date
- a note of any possible side effects that may be expected
- signature and printed name of parent and date

This form will then be used to administer the medicine, a manager and witness will sign when this is done, confirm the dosage, time and date. A parent will be asked to sign this when they collect.

If children need to take medicines themselves, this will need to be recorded and signed in the same way. A manager will supervise their administration.

If a child refuses to take medicine, staff should not force them to do so, but should note this in the medicine book and inform the child's parents on the same day. If a refusal to take medicines results in an emergency, then the emergency procedures listed below should be followed.

In the event of an emergency, the Manager is responsible for ensuring that staff carry out procedures in a calm professional manner. Any child needing to go to hospital will be taken by ambulance and not in a member of staff's car. A member of staff will always accompany a child taken to hospital by ambulance, and will remain there until a parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Storage of Medicines

All medicines will be kept safely in the first aid cupboard or in the fridge in the kitchen if necessary. The manager/deputy manager is responsible for ensuring medicine is handed back at the end of the day to the parent except where a care plan is in place.

Individual health care plans must include instructions as to how to manage a child in an emergency and identify who has the responsibility in such an emergency.

This policy will be updated annually
Next update due: OCTOBER 2026