



Little Acorns

LITTLE ACORNS PRE-SCHOOL

POLICIES

ADMINISTERING MEDICINES

The setting follows Cornwall County Council Family Services and DFES guidance on the dispensing of medicines in the pre- school.

We will dispense medication which has been prescribed by a medical practitioner in the original packaging with written instructions for use.

We will dispense non-prescription medication to a child only if it is supplied by a parent or guardian in the original packaging with instructions for use.

Little Acorns does not keep any other medication.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the child's parent or guardian.

The Pre-school manager or deputy are responsible for receiving medicines, checking consent and dose information and the use-by date and dispensing medication.

All medication will be kept in a secure location which is situated in either the office filing cabinet or the kitchen fridge.

Non-prescribed medicines will only be administered for a maximum of two days. Medical advice should be sought for prolonged use.

Medical Log

Parents should complete an appropriate consent form prior to any medicines being dispensed. The setting has three forms:

- 1) Short term prescribed medication (appendix 1)
- 2) Long term prescribed medication (appendix 2)
- 3) Non-prescription medication (appendix 3)

Consent forms will be kept in the medical log and will be kept for the duration of the child's attendance at Little Acorns.

The medical log will also contain a log of medications dispensed which will include:

Name of child

Name of medication

Use by date

Dose

Time / date

Parent's signature

Signature of dispenser

Comments / reactions

Signed

07.02.17

Review date: February 2019