

## LAMPHEY PLAYGROUP.

### MEDICATION POLICY.

The medication Policy relates to children who require **on going medication to maintain their stable wellbeing**, giving them the opportunity to be part of their local group. Also, the administration of liquid Paracetamol. The policy is an addition to the Health and Hygiene and Admission and Attendance Policies. Children who have colds, coughs infectious or contagious illnesses must not attend the group until they are well.

1. Parents' written permission will be obtained before any medication is administered, and parents are responsible for renewal of medicines, if EpiPen, then 2 will be left within the setting at all times. If an Asthma inhaler is used one will be left in playgroup at all times.
2. Written information relating to each child's individual medical needs will be given to the group by the parent/carer when the child first registers with the group, a Care plan will be given from the health Visitor explaining the needs and medication.
3. If there is a change in the child's health during his/her time at the group then written information must be made available to the group, by the child's parent/carer as soon as possible.
4. The group must have the appropriately trained adult at each session, to administer medication when necessary (e.g. use of epipen for allergic reaction, insulin etc.). This **training will be carried out by a health professional. (E.g. the child's GP, District Nurse or health Visitor).**
5. All adults in the group will know who is responsible for medication of the child/children with particular needs.
6. Medication will be stored in their original containers, clearly labelled and inaccessible to children.
7. Medication will be administered to the child in a caring and respectful way by the appropriately trained person. If an EpiPen is used an ambulance will be called and the person responsible must state Anaphylaxis patient.

8. The time and dosage of medicine given will be recorded and witnessed by another adult in the group. The parent/carer will be required to sign, acknowledging medication has been given, when collecting the child from the group.
9. Training will regularly update for the adult responsible for administering the medication.
10. At all times, if written procedures are followed, trained staff will be deemed to have acted in good faith. Trained staff are required to act as would a caring parent/carer and not as a trained practitioner.

### **Liquid Paracetamol.**

In situations where a child becomes unwell whilst at the Nursery/ Playgroup, it is most appropriate for the child to be collected by a parent or carer. However, in circumstances where:

- a) there may be a delay in the parent or carer collecting the child or arranging collection by someone else;
- b) the parent or carer is not immediately contactable; it is appropriate for the child to be given a single (age appropriate) dose of Liquid Paracetamol whilst the child waits to be collected if:
  1. the child's parent or carer has given prior consent to their child being given Liquid Paracetamol;
  2. the child's parent or carer has been contacted;
  3. the child's parent or carer has given consent for the dose of paracetamol to be given;
  4. a period of at least 4 hours has passed since the last dose of paracetamol was given to the child;
  5. the parent or carer has undertaken to collect the child from the registered setting as soon as is practicable;
  6. the registered setting has attempted to contact the child's parent or carer, but they cannot be contacted;

7. the registered setting has contacted NHS111;
8. a healthcare professional (at NHS111) has advised that it would be appropriate for a dose of Liquid Paracetamol to be given;
9. the registered setting subsequently makes contact with the child's parent or carer to arrange for the child to be collected from the registered setting at the earliest opportunity/as soon as is practicable.

In addition: "No child is received if he/she appears to be ill. If children become unwell during their time in the childcare or play setting, care is taken to prevent possible infection of other children and parents are notified as soon as possible." It must not be assumed that a child is better after receiving Liquid Paracetamol and in all cases the child should be collected by a parent/carer as soon as is practicable after the child becomes unwell.

Lamphey Playgroup and Nursery has a limited supply of sugar-free paracetamol suspension on site, with each 5ml dose containing 120mg of paracetamol, as well as a supply for use in emergency situations. These medications are stored in the designated medication basket, which is kept in the school staffroom.

The expiry dates of all stocked medicines will be checked regularly (at least every three months), and before each administration.

All doses of Liquid Paracetamol given to a child at Lamphey Playgroup/Nursery in accordance with the policy, must be recorded at the time of administration.

### **Storage, Administration and Record Keeping**

1. All medication is stored in in the staff room in a designated high cupboard, within a separate basket which is labelled Playgroup. (If needed the medication will be stored in the fridge in the staffroom.)
2. Each medication is clearly labelled with the child's name, dosage, and date.

3. Administration of any medication must be carried out by a designated and authorised person, as agreed with the parents/carers.
4. If liquid paracetamol is to be administered in an emergency, this policy must be followed.
5. A detailed record of all medication administered is kept on site.
6. For prescription medication, a consent form must be completed by the parent or carer before the medication is given.
7. The medication record sheet includes the date, name of the medication, dosage, time of administration, and the name of the person who administered the dosage, signature of parent/carers.

This policy is in accordance with the terms of our Combined Liability Insurance, which has been arranged through Risk Management Partners, The Walbrook Building, 25 Walbrook, London EC4N 8AW.

	<b>Date</b>	<b>Signature</b>
<b>Adopted</b>	<b>July 2025</b>	
<b>To be Reviewed</b>	<b>July 2026</b>	