



MEDICINES POLICY AND PROCEDURE

RELATED DOCUMENT

Admissions Policy and Procedure
Child Protection and Safeguarding Policy and Procedure
GDPR Policy
Confidentiality statement
SEND Policy and Procedure
Health and Safety Policy and Procedure
Illness Policy and Procedure
Privacy Statement
Working with Parents Policy and Procedure
Application and Enrolment Forms

POLICY STATEMENT

The Lindens place the child's well being at the core of its ethos, and wishes to ensure that pupils with medication needs receive appropriate care and support at the setting.

PROCEDURE

- We only administer prescription medication to the child if it is prescribed by a doctor.
- Medication is only administered by a qualified First Aider, and a second adult is also present.
- We keep a written record of a child's need for medication, including the child's name and date of birth, date and expiry of the medicine, dosage required and permission to administer the medication.
- We store all medicines safely out of the children's reach and strictly in accordance with the product instructions and in the original container in which it was dispensed.
- If the administration of prescription medicine for any child requires technical/medical knowledge then we attend specific training from a qualified health professional.
- We keep written records of all medicines administered to children in our care and inform parents/carers when a medicine has been administered, including the time and dosage.
- If we have a child in our care with long-term medical needs, we ensure that we have sufficient information about the child's medical condition and work in partnership with parents/carers and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs. This is recorded in an Individual Healthcare Plan.

STAFF MEDICATION

Staff must inform the manager if they are bringing medication on to the premises and ensure that it doesn't impair their ability to work. Staff medication must be securely stored in the office upstairs.