

## **MEDICATION POLICY**

### **Our Aim**

At Jellytots, we follow the NHS Guidance for *‘Supporting Educational and Community Settings to meet the needs of Children and Young People with Medical Conditions’*

**Children taking prescribed medication must be well enough to attend the setting.**

**Children who have Food Allergies and Intolerances – (see separate policy)**

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. It is each parent's responsibility to ensure that all medication is prescribed accurately in date of expiry and replaced in the setting. Parents must give prior written permission and instructions for the administration of medication.

This is recorded accurately, and parents sign the record sheet to acknowledge the administration of a medicine/treatment.

**No child may self-administer.**

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need.

However, this does not replace staff vigilance in knowing and responding when a child requires medication.

In an emergency, if your child for example had an extremely high temperature or needed pain relief, staff could administer medication on receiving verbal permission from main carers.

A record would be completed and signed by you on your child's collection from the setting.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional and an individual care plan will be completed.

A risk assessment will be carried out for any child with long-term medical conditions that require on going medication.

This is the responsibility of the SENCO alongside the child's Key Person.

Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities, and point out anything that they think may be a risk factor for their child.

The risk assessment includes arrangements for taking medicines on outings (see our outings policy) and the child's GP's advice is sought if necessary where there are concerns.

A Health Care Plan for the child will be completed with the parents, outlining the key person's role and what information must be shared with other staff members.

It will also include what measures are to be taken in an emergency.

The Health Care Plan will be reviewed every 6 months or more often if necessary.

This includes, reviewing medication, changes in medication, dosage or any side effects.

Parents and each contributor will receive a copy of the Health Care Plan and the parent will sign it.

*Policy Re-adopted 8<sup>th</sup> Oct 2025 – R Cockbill Chairperson*