



# Woodmancote Preschool Group

Nurturing our future

Reg. Charity No. 1059409

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## Administration of Medicines

- Medicines should only be brought to Preschool if prescribed by a health care professional.
- Preschool must ensure it has sufficient information about the medical condition of any child with long term medical needs.
- Staff will only administer medication to any child when **prior written permission and instructions for each and every medicine** including asthma inhalers have been given by the parent or guardian of the child.
- Medicines will be stored in their original containers, clearly labelled and inaccessible to children. Only named individuals will have access to this. A record will be kept for safety and audit purposes.
- Written records will be kept and signed by the parent or guardian. Medication will then only be administered by a trained member of staff.
  - The details of the product and the date given.
  - The name of the person administering the medicine and the circumstances.
- A record of parent's permission.
- If administration of medicine requires medical/ technical knowledge, staff will need to be trained by a qualified health professional. In the first instance the parents of the child will be asked about training as they may have health care professionals they work with. Alternatively we will enquire at our local surgeries regarding training.