

Greenbank Pre School

Management of Medication Policy



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Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

*SPPA Registration No: 0923
Charity No SCO11325*

Management of Medication Policy

As described in the Parents' Handbook only simple first aid will be applied when appropriate in the Pre School.

If an accident needs a doctor's attention it is our policy always to try to contact a parent first.

The legal framework to the administration of medication can be found in the "Handbook of Procedures for the Management of Pupils with Health Care Needs in Educational Establishments" which is kept in nursery. This Handbook has been written by The City of Edinburgh in partnership with NHS. Greenbank Pre School will implement the procedures, forms and flowcharts provided in the handbook.

Pre School staff will never administer medication to a child without a parent's permission. If a parent wishes that their child be given prescribed medication during Pre School hours they will be required to provide written authority to this effect to the teacher in charge. Such a request might include emergency medication for administration to a child with epilepsy and / or EpiPen (adrenalin) for a child suffering from severe allergies (anaphylaxis).

A written record will be kept of all medication administered to children. This record will be kept along with the instructions, checked before every administration and completed by the member of staff administering the medication. The record will contain the following details: time of administration; name of medication; dosage; name of child and name of staff member; time medication last given by parent.

The teacher in charge of the Pre School is responsible for ensuring that medicines are stored safely. In cases where medication is administered by staff, these medicines will be stored in a locked cupboard and all staff will know where the medicine is stored.

It is the responsibility of the parents to renew the supplies of the medication as required. The staff of the Pre School will arrange for the parent to be informed when the supply is becoming low.

All staff and committee members will have a working knowledge of this policy.

**Date of review September 2014
Next review by September 2017**

Name Joan Ritchie