

## **Administration of Medication**

At Sunrise Preschool it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. Children need 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. Where a child has been deemed capable of administering medication by the parents, i.e. Inhalers:

We do recognise that younger children may require non prescribed medication in the event that a temperature occurs and your signed consent can be given for CALPOL or equivalent to be administered during this time to lower temperature. You will be contacted when this happens to inform you of our action and you will be asked to collect your child should the temperature remain high. However, if your child is in need of CALPOL on a daily basis this would indicate that your child is unwell and should not be attending the Preschool. CALPOL or the equivalent will only be administered to children under two years. If children over the age of two develops a temperature we monitor them, if their temperature continues to rise we will try to reduce their temperature by offering them water, we will call you to inform you and will ask you to collect.

-All medicines are to be kept as directed in a safe place away from children's reach.

-Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

**No medication may be given without these details being provided: -----full name of child and date of birth; name of medication and strength; who prescribed it; dosage to be given in the setting; how the medication should be stored and expiry date; any possible side effects that may be expected should be noted; and Signature, printed name of parent and date.**

- Staff must be aware of the circumstances in which self administration is permissible and written parent consent gained
- Staff should supervise the children in the process of self administration of medication
- A record should be kept of time, frequency and dose of self administrative medicine (and perhaps the circumstances).

- Any adverse reactions should be recorded as above and if necessary G.P. and parents should be informed immediately

Any other medication that the parent wishes the child to self-medicate will be discussed with the Head Teacher / Principal.

This policy was adopted on 5 January 2026

Date to be reviewed 5 January 2027

Signed on behalf of the management committee

Name of Signatory                    **Meeta Lovage**

Role of Signatory                    **Chairperson**