**Managing Medicines Policy**

At Jack-in-the-Box Pre-School we follow a general rule of **NO MEDICINES.** This means that staff will not administer medicines on the premises except for in exceptional circumstances.

These circumstances are;

* A child has a long term or life long illness and a doctor has prescribed medication and it would be detrimental to the child’s health if it were not administered during the session.

In this case there will be strict rules which must be followed;

* Medication is prescribed by a doctor.
* Medication is clearly labelled with a child’s name, dosage and date.
* Medication is in its original packaging/container.
* Parents/carers should be given written permission and full written instructions **BEFORE** the medication is administered.

All medication should be kept in a locked container out of reach of any child.

Parents should tell the Pre-School about the medication and **MUST** provide details of any changes to the prescription. However staff **MUST** ensure details given by the parent and the prescriber match.

In all cases of administering medication a written record should be kept an a different sheet for each child and day.

Should a child refuse to take medication, staff should not force them and make a record of the refusal. The parent/carer should be informed the same day.

Should a child require the administration of medication that requires particular training for the correct administration, staff shall receive such training as soon as possible.