

Peter Pan Playgroup

Medication and Accident Procedures Policy

Parents and the staff within Peter Pan Playgroup need to be aware of the correct procedures to be followed regarding administering prescribed and non-prescribed medication, together with the procedures to be followed in the very rare occurrence of an accident.

Medication

- Where a child is taking a limited course of medication, eg antibiotics, it would be expected that this will be administered by the parent at home.
- If a child is ill and is prescribed antibiotics, the full course should be completed before the child returns to Playgroup.
- If a child is taking a non-prescribed medicine, eg cough medicine, this would be expected to be administered by the parent at home.
- Parents are asked to keep children at home if they are unwell and/or have a temperature and not to send in to Playgroup even if a non-prescribed medicine has been administered such as Piriton, Calpol or Nurofen as these mask the symptoms of the illness and when the effect wear off the child becomes ill again with symptoms.
- In certain circumstances Playgroup will refer to good practise and if a child is requiring medication, eg eye drops, we would normally ask parents to come in to administer.
- In exceptional circumstances, where staff do agree to administer medication to a child that has been prescribed to that child, eg antibiotics, or an inhaler, it should be prescribed by a GP with the child's name on the box/bottle, dosage, time and frequency, recorded on a medication form, and signed by the parent.
- Occasionally a child is on regular medication (or as needed) eg asthmatic, when the child often has learnt to administer his/her own medication, but under supervision. The Playgroup needs to be clear **who** will be responsible, so that both the parent/carer and the child know. The parent/carer will need to sign a medication form stating the dosage, time or frequency and this must be prescribed with the child's name on the box.
- Playgroup staff will be aware of the needs of children on long-term medication and work closely with the parents to ensure that administration of medicines is consistent with the child's medical needs. For medication that is used long term we require a written consent letter from the Doctor. i.e. inhalers.
- Staff must ensure that a parent/carer has signed a medication form giving permission for administering any medication which is duly completed by staff and witnessed after any medication is administered.

In Case of Accident

- Whilst not wishing to alarm parents, it is possible for a child to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.
- If such an occasion arises, the staff will make every endeavour to contact the parents or named relation, friend for that person to take the responsibility for any subsequent treatment.
- In the unlikely event that no-one can be contacted, the parent will need to have given prior permission for the staff to act appropriately for the good of the child on Peter Pan Playgroup's registration form.