



Medication Policy

It is the policy of Willows Day Care Brecon to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.
- Parents complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Medication is administered only if it is prescribed by the child's doctor.
- The child's name and date must be on medicine
- Parents written permission is obtained before any medication is administered.
- Written information relating to the child's individual medication is given to the provision including any possible side effects of the medication.
- All staff at Willows Day Care Brecon know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child, Willows Day Care Brecon may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child and update the training as needed.
- Medicines are stored in original container, with the original label intact and clearly displayed.
- Medicines are returned to parents after the prescribed period of treatment.
- All medication is always inaccessible to children
- Medication that is found to be out-of-date is not administered.
- Information about when the medication was last administered is obtained from the parents/carer.
- Medication is administered to a child only by a delegated and trained member of staff.
- The time and dosage of medication given is recorded and witnessed by another designated member of staff in the provision.
- The parent/carer is required to sign and record the administration of medication on the same day when they collect the child.
- Records relation to medication administered are kept in line with Willows Day Care Brecon confidentiality policy and retained in line with regulatory and insurance company requirements.
- Any child with long term health concerns will be issued with an individual health care plan, which all staff will receive training on. These will be developed with the child's parents and where possible medical advice sought.

Willows Day Care Brecon does not accept children who are unwell at the time of arrival at the provision.

Medical Conditions

If a child joins Willows Day Care Brecon with an existing medical condition, all the above would still be monitored, a key person would still be responsible for ensuring the child is included within the setting and monitoring their development. In addition to this, relevant training would be carried out to ensure all staff are competent at keeping the child safe within the setting, for example EpiPen training would be given if a child had a severe allergy. An Individual Medical Plan will be displayed to

ensure all staff are aware of the condition and the action plan if required. Records will be kept in the child's admissions folder. Policies and procedures will be reviewed and amended if needed. For example if we needed to create a nut free environment, then we would adjust our current policies to include this and ensure all families and staff were advised and trained as appropriate.

Emergency Medicine

If a child becomes unwell during their time at Willows Day Care Brecon, we will store emergency medicine on premises. All parents will be asked for prior consent to use this medicine in an emergency. This will include Liquid Paracetamol to be administered for illness such as a temperature. If emergency medicine is administered, parents must be informed and signature obtained upon collection of the child. Please see Liquid Paracetamol Policy for more information.

Information Sharing

Willows Day care Brecon will maintain links with health professionals and obtain advice if and when needed. All health information will only be shared between the day care, parent and other health care professionals.