

PETER PAN PLAYGROUP

MEDICATION, ACCIDENT PROCEDURES POLICY

Parents and the staff within the playgroup need to know what procedures will 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 e.g. antibiotics, it would be expected that this will be administered by the parent at home. However, if a child is ill and is prescribed antibiotics, the full course should be completed before the child returns to the 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.
- Where staff do agree to administer medication to a child, the playgroup needs to be clear **who** will be responsible, so that both the parent/carer and the child know, and that a medication book has been signed by the parent/carer stating the dosage/application and time.
- Occasionally a child is on regular medication (or as needed) e.g. asthmatic, when the child often has learnt to administer his/her own medication, but under supervision. The parent/carer will need to sign the medication book stating the dosage, time or frequency.
- Staff must ensure that a parent/carer has signed the medication book. giving permission for administering any medication.

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 a 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 Peter Pan Playgroup will, therefore, have a form for each child signed by the parent when the child joins the playgroup