



## Ladybirds Preschool Medicine Audit Policy (Revised 4<sup>th</sup> November 2024)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

Ladybirds Preschool recognises that the health and well-being of the children in the care of the preschool is paramount.

The preschool will take the necessary steps to ensure that any child with a long-term medical condition or illness receives appropriate care. This includes a regular review of the child's needs and may include ensuring that members of staff have received training to administer medical treatment.

### Procedure

This policy seeks to clarify for preschool staff and parent/carers the responsibilities of the preschool in the event of a child with a long-standing illness or medical condition attending the preschool.

The policy also ensures that there are regular audits of medicines administered to children to ensure that they are given in accordance with written instructions and with all relevant documentation completed.

All parents/carers and staff will be aware of this policy.

### Guidelines:

1. The parent/carer of any child with a long-standing illness or medical condition such as a severe allergy will be required to complete a care plan and if the condition has been medically advised this care plan must be completed by the child's G.P.
2. Any information provided by the parent/carer or medical practitioner will be checked each term and parents will be asked to update this information immediately, especially if there are any changes in the management or treatment of the illness or condition.
3. The preschool will take steps to ensure that members of staff undertake the necessary training to administer medical prescriptions such as an epi-pen or asthma inhaler or any other treatment required.
4. Regular (termly) audits of medicine forms will take place to ensure that:

- (i) information has been recorded accurately
  - (ii) the name of the medicine has been cross-referenced with that of the child
  - (iii) parents/carers have given signed permission.
  - (iv) parents/carers are able to cross-reference whether the medicine has been administered.
  - (v) the frequency of medicine prescribed to children is checked
  - (vi) dates and times have been recorded
  - (vii) name and signature of staff and witness is clearly stated
  - (viii) who has prescribed the medication can be checked
  - (ix) the medicine has been stored safely in a fridge or in a lockable non portable container (small filing cabinet in the office in a sealed container)
5. The audit will be carried out by the manager or a senior member of staff.

#### *Legislation and Guidance:*

The Children Act 2004 (Every Child Matters)

EYFS Statutory Framework (September 2015)

#### Other Related Policies & Procedures

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Administration of Medicines Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Confidentiality & Client Access Policy*
- *Employment & Staffing Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Information Sharing Policy*
- *Key Person & Settling In Policy*

- *Managing Children & Staff Allergies Policy*
- *Nappy Changing Policy*
- *Parent Involvement Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staffing & Volunteers Policy*
- *Transfer of Records Policy*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2024**

**Review Date: November 2026**

**This policy was adopted by the committee on 24/11/2024**

**Signed: Jean De Garis** \_\_\_\_\_

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

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