



Magdalene Preschool

Administering Calpol Policy

Statutory framework for the Early Years foundation stage 2021

3.46. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

This policy applies to 30-hour children only who are at the setting all day or 15 hour children who are taking their hours over 2.5 days – Calpol cannot be administered to children who only attend the morning session for 3 hours.

- **We will** administer Calpol to any child in an emergency health situation (parents have given written permission for this when joining the setting)
- In all other cases the setting will administer Calpol to a child, only if written consent is given by a parent/carer beforehand.
- The parent/carer will fill out the dosage and time in the medical book at the beginning of the day and then sign the medicine book on collection of their child.
- The parent will supply the Calpol and the bottle should be named clearly with the child's name.
- The parent should give the Calpol to member of staff as soon as they enter the setting – **the Calpol must not be left in the child's bag or lunch box**
- The Calpol will be kept in the medical box with the medical record book in a locked cupboard.
- Any other medication must be prescribed by a GP or hospital.

Signed.....Date.....

On behalf of the management committee