

# Autism Early Support Medication Policy

**For internal use only**

**Created:**

HOCS/NCs

**Policy Owner:**

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## 1. Purpose

POLICY FOR THE ADMINISTRATION AND RECORDING OF MEDICINES IN NURSERY.

The purpose of this policy is to ensure that all children feel safe and happy where they are able to develop their full potential socially, emotionally, intellectually and physically. From time to time, however, children may become ill, or may have allergies that need prescribed medication. If a child has a known medical need, we will create a specific Medical Care Plan.

## 2. Scope

This Policy applies directly to all AES Employees and volunteers working with our children.

## 3. Terms and definitions

In this Policy, the following capitalised words and expressions shall have the meaning ascribed below:

“**AES**” means Autism Early Support Trust Limited.

“**AES Employees**” means individuals who have employment with AES, board members of AES, and, to the extent applicable, consultants and employees hired via staffing companies working for AES.

## 4. Allergies and medical conditions

Prior to nursery admission all parents are requested to provide information about any known medical conditions or allergies. They are also informed to keep us updated of any changes. Health care plans and training in the delivery of medication will be sought as necessary. Information regarding children’s medical conditions and allergies are recorded on the child’s personal pupil profile so that all staff are aware. In addition to this, allergies and dietary requirements are also recorded on each child’s snack mat.

It is our policy that if a child has been prescribed medication by their GP for a medical condition or allergy but not illness we will administer the medicine upon parents request.

Parents will need to ensure the following:

1. They have signed the appropriate consent form,
2. send in the prescribed medication with instructions.
3. send medication in a lidded, labelled box.
4. Use clear labelling – to include child’s name, dosage and time along with instructions as to how the medicine needs to be stored: kept in the fridge or not and ensure that the medication has not exceeded it’s expiry date.

We have a locked, lidded box that we will store the medication in.

Medicines that need to be kept at room temperature, similarly need to be clearly labelled and will be stored in a high cupboard out of the reach of children.

We have a medication recording book, staff administering the medicine, will fill out the book, then ask another member of staff to witness the dosage and giving of the medicine.

## 5. Illnesses

A child should only attend nursery if they are well. A definition of a well child is one not reliant upon 'Calpol' (or paracetamol type medication) and is presenting behaviour 'typical' for them. If your child is unwell, they need to stay at home. We do not administer Calpol or any other paracetamol/ibuprofen type medication unless prescribed.

If a child has had a bout of vomiting and / or diarrhoea you need to keep them at home for 48 hours after it has cleared up. Similarly if your child has a cough or green runny nose they need to stay at home to recover and to prevent infection being passed to other children and staff.