**Priorslee Pre-School**

**Amendment to Medicine Policy during Covid-19. July 2020**

***Short term medicine use***

In order to mitigate against the risk of Covid-19 and the safe administration of medicines Priorslee Pre-School has put in place the following amendments:-

**1. Children who exhibit signs of being unwell must be kept at home.**

**2. Children who have been prescribed medication by a GP/medical practitioner are requested to remain at home for 48 hours after the first dose to ensure that they have no adverse reaction.**

**3. Once exhibiting no signs of illness child can return to pre-school. If medication is required an ‘Administration of Medicine form’ must be completed.**

***Form completion procedure***

**a. 24 hours prior to returning the parent must contact pre-school by phone or email stating medicine is required to be administered.**

**b. A member of staff will contact the parent and support the completion of the medicine form. Email address and mobile phone number will be checked.**

**c. Pre- school staff will only administer medication if deemed *absolutely necessary* and only if the dose cannot be given during time at home. For example, a child staying a full day; we will only administer if 4+ doses are required. 3 doses could be given before pre-school, after pre-school and before bed.**

**d. After completion the form will be photocopied and a copy returned to the parent/guardian.**

**Medicine will not be administered without this permission.**

This policy was adopted by : - Priorslee Pre-School
Signed on behalf of the provider....... ..............................   Name of signatory : - John Barker                                                               Role of signatory (e.g. chair, director or owner): - Chair

Date: - 15th January 2021