



Administering Medicines Policy - 2024-2025

Bedford Kindergarten

Objectives:

1. **Prioritize Child Safety:** Establish clear procedures for administering medication to ensure the health, safety, and overall well-being of every child.
2. **Promote Home-School Collaboration:** Promote open and transparent communication between parents and the kindergarten to address any medical needs.
3. **Support Learning and Development:** Allow children who need medication to continue attending school, ensuring minimal disruption to their learning and development.
4. **Maintain a Healthy Environment:** To protect all students and staff by minimizing the risk of illness spreading within the school.

Relationship to Bedford Kindergarten's Ethos:

At Bedford Kindergarten, we place great importance on positive communication between home and school, which goes beyond just the well-being of our children. It covers all aspects of school life. This commitment reflects our dedication to creating a safe, secure, and nurturing environment, while building strong, cooperative relationships with parents.

In line with this ethos, we have set clear guidelines for administering medication, whether in emergencies or when a regular plan has been agreed upon with parents or guardians. Our main focus is always on supporting the health and well-being of our pupils, ensuring they are in the best shape to fully participate in both learning and play.

OUR VISION –

Nurture the Tiny Minds; Cherish the Future.

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

While we are here to administer medication when necessary, we recommend that sick children should stay home with their parents until they are fully recovered and ready to return. Also, children who are unwell should not join school activities or field trips, as this could pose a health risk to others.

Key Guidelines:

Administering medical treatment is solely the responsibility of the KG nurse, not the management or teaching staff.

Children taking prescribed medication must be well enough to attend KG.

Only doctor-prescribed medication, which is in-date and for the current condition, will be administered by the KG nurse. Non-prescribed medication may be given for common conditions like fever, headaches, or minor injuries.

Parents must provide written consent for any medication to be administered. Medication will not be given without a completed Medical Indemnity Form, available from the secretary or KG nurse.

Parents should not send medication in their child's bag. All medicines must be handed directly to the KG nurse.

In the absence of the KG nurse, parents may authorize a designated staff member to administer the medication.

Medication will be stored according to product guidelines, either in a secure cupboard or, if needed, in a clearly labeled refrigerated box.

The school nurse is responsible for returning any unused medicine to parents at the end of the day.

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Children will not be allowed to self-administer any medication.

If a child becomes ill during school hours, the nurse will contact the parents to collect the child from KG.

Long-Term Health Conditions:

For children with long-term health conditions, clear, agreed-upon arrangements for administering medication must be made between the parents or guardians and the kindergarten. This might involve parents administering the medication themselves or, if agreed upon, the KG nurse taking responsibility.

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Authorization for Administration of Medication at Bedford Kindergarten

I, _____
 parent of _____
 in class, _____ hereby consent to the school
 nurse administering medication as prescribed by: _____
 (name of the doctor).

I understand that all necessary precautions will be taken to ensure my child's safety and well-being during the administration of the prescribed medication. However, I agree to release and hold Bedford Kindergarten and its staff harmless from any responsibility for any reactions, side effects, or illnesses that may result from the administration of the medication as outlined below.

Names of Medications and Dosages:

Name of the Medicine	Dosage	Times

Contact details of Medical Practitioner to be contacted if necessary:

Name: _____

Tel: _____

Emergency contact telephone number(s) in case of emergency:

Telephone (work): _____

(home): _____

(mobile): _____

Signature of Parent/Guardian: _____

Date: _____

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