

**Administration of Medication**

At Little Acorns Kindergarten, we are committed to ensuring the safety and wellbeing of every child in our care.

Medication will only be administered under the following conditions:

* **Prescribed Only**: We will only administer named prescribed medication provided by a healthcare professional. Over-the-counter medications, including paracetamol, will not be administered.
* **Health Care Plan Required**: Parents/carers must complete a full Health Care Plan for their child before any medication can be given. This must include dosage instructions, administration method, and details of the prescribing healthcare provider.
* **Clear Labelling**: All medication must be clearly labelled with the child’s full name, dosage, and date prescribed. It must be in its original container and within expiry date.
* **Storage and Recording**: Medication will be stored securely out of children’s reach. Each administration will be recorded and countersigned by a staff member and witnessed where applicable.
* **Paracetamol Exception**: We do not administer paracetamol prior to or during the preschool day, as this can mask symptoms of illness and delay appropriate treatment or isolation when necessary.
* **Parental Responsibility**: Parents must not administer paracetamol or any other pain relief medication to their child before attending preschool without informing us. Failure to disclose this information poses a serious risk to the child’s health andsafety and may result in the child being excluded from the setting to protect their wellbeing and that of others.
* **Staff Responsibility**: Only designated and trained staff will administer medication. Parents/carers will be informed immediately in case of any concerns or adverse reactions.

We strongly encourage open communication regarding children’s health needs and ask that families keep us fully informed of any changes to medication or care requirements.