LLANFAES C.P. SCHOOL

Beilihelig Road, Brecon, Powys, LD3 8EB
Headteacher: Mrs C North (RI)
Deputy Headteacher: Mrs A Morris (RI)
Setting Leaders: Miss J Parry (3+) and Miss A Crawford-Plane (Flying Start)

LLANFAES CAMAU BACH/ LITTLE STEPS

MEDICATION POLICY & PRECEDURE

Medication may be administered by the registered leaders, provided that a written consent form has been signed by the child's parents. The parent will inform the staff of any possible side effects.

The procedure for the giving of medication will be as follows:

1. No medicine will be given if the use by date has expired.
2. The parent must inform the setting at which time the medicine was last administered and when the next dose is to be given.
3. Medicines will only be given from the original containers, clearly labelled with the child's name. These will be stored out of the reach of all children.
4. Medicines will only be administered if a consent form has been completed.
5. Staff will write the time on the form to inform parents when medicine was administered.
6. If necessary, training will be given in order to administer prescription medicines which require technical/medical knowledge, e.g., diabetes-insulin. Training will be specific to the individual child.

Camau Bach/Little Steps does not accept children who are unwell at the time of arrival at the provision.

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This policy relates to:

- Children who become unwell while attending Camau Bach
- The medication management for children in specific circumstances and links with the contract for parents/carers, admissions policy and procedure and inclusion policy.

It is the policy of Camau Bach/Little Steps to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication and non prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

Non prescribed medicines including liquid paracetamol will be given with parents/carers permission when there is an urgent need whilst a child is being cared for at Camau Bach/Little Steps for example in the event of a child having a high temperature.

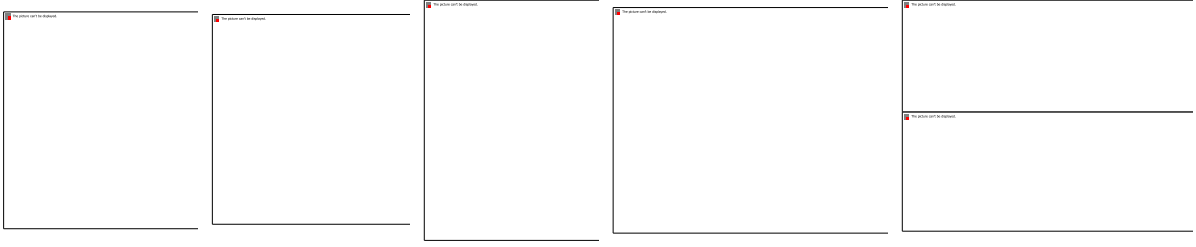
We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.
- Parents/carers complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Parents/carers have given permission for the registered setting to administer liquid paracetamol to the child in the circumstances described in the medication policy.
- Parents/carers written permission is obtained before any medication is administered.
- Written information relating to the child's individual medication is given to the provision including any possible side effects of the medication.

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- Camau Bach checks that any medication given conforms to the provisions insurance policy requirements.
- All staff at Camau Bach know who is responsible for administrating medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child, Camau Bach/Little Steps may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child and update the training as needed.
- Medicines are stored in original container, with the original label intact and clearly displayed.
- Camau Bach/Little Steps will purchase sachets of paracetamol sugar free oral suspension each containing 120mg of paracetamol in each 5ml sachet. They will be stored inline with the manufacturer's guidelines.
  - Medicines are stored at the correct temperature, temperatures checked, and records kept.
  - Medicines are returned to parents/carers after the prescribed period of treatment.
  - All medication is always inaccessible to children and kept in a locked cabinet/fridge (immediate access is enabled as necessary).
  - It is Camau Bach/Little Steps responsibility to ensure that arrangements are in place to ensure expiry dates are checked of all stocked medicines, at least every three months and before each administration. Medication that is found to be out-of-date is not administered.
  - Written information about when the medication was last administered is obtained from the parents/carer.
  - Medication is administered to a child only by a delegated and trained member of staff (Setting Leaders).
  - The time and dosage of medication given is recorded and witnessed by another designated member of staff in the provision.



- The parent/carer is required to sign and record the administration of medication on the same day when they collect the child.
- Records relation to medication administered are kept in line with Camau Bach/Little Steps confidentiality policy and retained in line with regulatory and insurance company requirements.

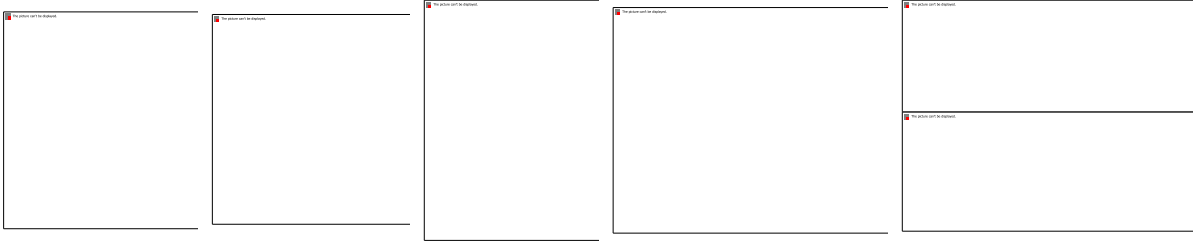
Administering liquid paracetamol

In situations where a child becomes unwell at Camau Bach/Little Steps it is expected the child to be collected by a parent or carer. However, in circumstances where:
a) there may be a delay in the parent or carer collecting the child or arranging collection by someone else; or
b) the parent or carer is not immediately contactable

Camau Bach/Little Steps will administer a single (age appropriate) dose of Liquid Paracetamol whilst the child waits to be collected as long as the child's parent or carer has given prior consent to their child being given Liquid Paracetamol. Permission can be obtained on their parent contract or the child's parent or carer has been contacted.

Camau Bach/Little Steps will ensure that a period of 4 hours has passed since the last dose of liquid paracetamol was given to the child and the parent or carer will be collecting the child from Camau Bach/Little Steps as soon as possible.

Camau Bach/Little Steps will attempt to contact the child's parent, carer or emergency contact, failing this the Camau Bach/Little Steps will contact NHS111 for advice and follow any guidance given. The Camau Bach/Little Steps



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will then make contact with either the parent, carer or emergency contact of the child to be collected at the earliest opportunity.

Camau Bach/Little Steps will not assume that a child is better after receiving liquid paracetamol and in all cases the child should be collected by a parent or carer as soon as is practicable after the child becomes unwell.

Date: 16.06.26

Review Date: 0ctober 2025

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