

Medication and asthma policy and procedure

***Wenvoe Playgroup CIO* does not accept children who are unwell at the time of arrival at the provision.**

This policy relates to:

- Children who become unwell while attending *Wenvoe Playgroup CIO* and the health care policy.
- The medication management for children in specific circumstances and links with the contract for parents/carers, admissions policy and equality and inclusion policy.

It is the policy of *Wenvoe Playgroup CIO* to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

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.
- 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.
- Medication is administered only if it is prescribed by the child's doctor.
- 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.
- All adults in *Wenvoe Playgroup CIO* know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child *Wenvoe Playgroup CIO* 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 their original container, with the original label intact and clearly displayed.

- Medicines are returned to parents/carers after the prescribed period of treatment.
- All medication is inaccessible to children and kept out of reach or in a fridge (immediate access is enabled as necessary).
- Written information about when the medication was last administered is obtained from the parent/carer.
- Medication is administered to a child only by a delegated and trained adult.
- The time and dosage of medicine given is recorded and witnessed by another designated adult/member of staff in the provision.
- The parent/carer is required to sign the record of administration of medication on the same day when they collect the child. Where children attend afternoon Nursery, documents will be sent home in the Child's bag. A photocopy of the form will be retained in group, until its return.
- Medicines are not to be left in children's bags on their coat pegs. They must be labelled and given to a member of staff for safety.

Asthma policy and procedure

Asthma is a long-term condition that can cause a cough, wheezing and breathlessness. The severity of the symptoms varies from person to person. Asthma can be controlled well in most people most of the time.

Asthma is caused by inflammation of the airways. This makes it difficult to breathe and causes wheezing and coughing. It may also make the chest feel tight.

It is the policy of *Wenvoe Playgroup CIO* to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with asthma in our care.

We do this by:

- Encouraging and supporting children with asthma to participate fully in activities.
- Ensuring children have immediate access to their reliever inhalers.
- Providing guidance for staff on what to do if a child has an asthma attack and ensuring the child's welfare in the event of an emergency. This includes:
 - Access to appropriate asthma training for staff as needed (Included in the paediatric first aid).
 - Key workers/staff recognising when a child's asthma symptoms worsen.

- Ensuring that parents/carers of children who develop asthma after they have started at *Wenvoe Playgroup CIO* are informed about this policy and given a copy.

When a child with asthma attends the setting, we discuss their needs with their parents/carers.

This includes:

- Discussing the level or degree of the child's condition.
- Establishing how we can recognise when symptoms get worse – any triggers that the child is known to be sensitive to.
- Ensuring the child has immediate access to their reliever inhaler as prescribed, keeping it in an easily accessible place and making sure all relevant people know where to find it.
- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often.
- Informing parents/carers that:
 - The inhaler must be prescribed for the child, labelled clearly with their full name.
 - It must not have passed its expiry date.
 - A record is kept each time a child takes their inhaler.
 - Medication left in the setting must be checked regularly and parents informed if and when replacements are needed.
- Asking parents/carers to bring a spare inhaler to be kept at our provision in case of an emergency.
- Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999 (in line with our parental contract/registration form).
- Making sure the person collecting the child is informed if the child has had to take their medicines and to sign the form (in line with our medication policy).
- Making sure that inhalers are always taken on our trips (in line with our outings policy).
- Parents/carers are also referred to our admissions and equality and inclusion policies and procedures.

This **medication and asthma** policy and procedure was passed for use in *Wenvoe Playgroup CIO*

On: 14/11/25 (Reviewed, no change)

By: *Sandra Morgan*

Position: RI/Person In Charge

Date of planned review: Annually or sooner if changes in practice