**Children who have long term medical conditions and who may require an on-going medication**

All medication and associated equipment should be placed in a clear zippy bag with the child’s full name and instructions enclosed. Any medication must be in its original container and packaging. It will be store in a locked cupboard or in an individual plastic box in the fridge

For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

The risk assessment includes vigorous activities and any other preschool activity that may give cause for concern regarding an individual child’s health needs.

The risk assessment includes arrangements for taking medicines on outings and the child’s GP’s advice is sought if necessary where there are concerns.

An individual health care plan for the child is drawn up with the parent; outlining the key person’s role and what information must be shared with other staff who care for the child.

The individual health care plan should include the measures to be taken in an emergency.

The individual health care plan is reviewed every six months or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the individual health care plan and each contributor, including the parent, signs it.