

Staff medication

All members of staff must adhere to the following procedures;

- Staff must inform the preschool Early Years Room Manager/Early Years Deputy of any medical conditions that may affect their daily work.
- Staff must fill in a care plan including a photo to be put in the allergies file.
- Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children.
- Staff medication on the premises must be securely stored and out of reach of the children at all times.
- Staff are to attend dentist, doctor or hospital visits outside of their contracted working hours if at all possible.
- If staff show signs of symptoms of infectious diseases (such as COVID-19) they must follow current Government guidelines.

This policy was adopted by

Dragonflies

On

December 2025

Date to be reviewed

December 2026

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee