

MEDICATION POLICY

- Parents must ensure that staff are fully informed if a child is unwell and may need medication during the day, by reporting this as soon as they arrive at nursery.
- This medication must be **PRESCRIBED - by a Doctor, Nurse, Dentist or Pharmacist.**
- Parents must fill in and sign a medication form, which records, name of medication, details of times that medication needs to be administered, dosage, last dosage given, expiry date and permission for a nursery staff member to administer medication to their child. (whether the medication is for a day, week or as and when required). If these instructions are from a professional and exceed the dose recommended on the packaging, you may want the parent to confirm in writing their agreement to this being carried out.
- This medication will be stored appropriately, in a lockable cupboard (refrigerated if required in the appropriate box for which ever room they are in i.e. babies, toddlers, pre-school and city kids, and signed in with time, date and name of child and medication).
- Parents will be asked to sign the medication form on arrival to nursery when they give the medicine to a member of staff.
- The medication will be administered correctly by a member of staff, member of staff and witness to check the child's date of birth, correct dosage – staff will check the details with the parents. They will record, the time, expiry date, dosage given and sign the medication form and another member of staff will sign to witness.
- A parent's signature will then be sought on collection of their child from nursery to acknowledge that the medication has been administered.
- Medication will be signed out of the refrigerator when returned to the parent/carer at the end of the day.
- If a child becomes unwell during the day, requiring Calpol or any other medication, the nursery will gain prior permission on the child's registration form if the parent wishes to be contacted, if they have not completed a medication form. The nursery Manager/Deputy/ Practitioner will then administer the required dose and fill out a medication form for the parent to sign on collection of their child.
- If parents have not given staff consent to administer medication to their child and the nursery cannot contact them by telephone, they cannot administer medication to the child. If the child, then becomes severely ill then an ambulance would be called.
- Medicine containing **ASPRIN** will only be given if prescribed by a doctor.
- All medicines will be clearly labelled with the child's name on and given to the staff in their original packaging i.e. box
- Any medication found in a child's bag will not be administered. Parents need to ensure that they give it to a member of staff on arrival.
- All long-term medication e.g. inhalers must be signed for monthly by the parent, for their permission to be administered. Times, dates, and amounts will always be logged and signed by both parents and staff who administer medication on arrival and collection.
- A senior staff member will receive training on administering medicine to a child with a specific medical condition. **(Where specialist medical or Technical Knowledge is needed).**

- Any medication that is not in its original container or is past its expiry date will NOT BE accepted by the nursery.
- If your child refuses their medication, we will contact the parent and inform them.

Staff taking medication

- Staff must ensure that any medication that they are taking does not impair their ability to look after children properly.
- Staff medication on the premises must be securely stored in their personal lockers and out of reach of children at all times.