



## Medicine Policy

Our specific legal requirements are that we are *'unable to administer medicine unless we have obtained written permission from the parents'*. All medicine permission forms must always be completed by a parent in advance of us administering medication, No exceptions.

In addition to this the statutory guidance depicts that *'medicines should only be taken to a setting where this is essential, and settings should only accept medicines that have been prescribed by a doctor, dentist or nurse'*. If you do require us to administer prescribed medication to your child, please complete a prescribed medicine form and ensure that your child has been receiving the medicine for at least 24 hours before returning to the Nursery. All medicine must have a clear label, with your child's name, dosage and expiry date.

Non - prescription medication can be given for pain relief, teething and temperature control. Please see below a list of medicines that can be administered, however only if there is a health reason to do so. We can only give non-prescribed medication over a period of two consecutive days. If your child's symptoms persist beyond this time, we will advise you to consult with your GP. If you have not completed a Calpol or Piriton consent form, please ask a member of staff for a copy for you to complete ASAP.

<b>Non-prescription medicines we are able to administer:</b>	<b>Non-prescription medicines we are not able to administer:</b>
Paracetamol suspension i.e. Calpol Teething gel Teething powder Piriton Nappy creams	Aspirin Cough medicines Over the counter drops Herbal remedies

If your child displays symptoms at home that may concern you, for example a high temperature or they are complaining of pain prior to attending Nursery, please inform a member of staff during drop off times and follow our sick children policy and procedure. Any concerns you may have regarding your child's health and wellbeing, please always consult with a medical professional.

All labels on prescribed medication must clearly demonstrate the date, your child's name, dosage required and type of medicine. If the medicine does not clearly show this information and is not signed in by a parent/carer, we are unable to administer it to your child and we will contact you regarding this. Non-prescribed medication must also be clearly labelled. Please ensure the medicine is on the acceptable list above and within its expiry date. All types of medicine must be clearly labelled in English.

Where a child may need to be administered emergency medicine for e.g. using an EpiPen to treat an allergic reaction only a trained member of staff will be able to administer.

A care plan and risk assessment must be completed by the parent, alongside the child's Key person/senior staff member.

A child with long term sickness will have a care plan.

Last reviewed on \_\_\_\_\_

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# Administration of Medication Procedures

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1. Parent or Guardian must fill out a medical consent form, prior to the administration of any medication.

This states:

- The name of the child
- The name of medicine
- Dose and form of medication
- Full Administration instructions
- Reason for medication
- Duration of course of medicine

2. The parent or guardian must supply the medicine in the labelled container supplied by the dispensing pharmacist.

3. All medicines will be returned to parent/guardian daily. No medicines will be kept on the premises at the end of each session.

4. All medicines to be stored in a safe place out of reach of the children.

5. Medicines to be administered by the manager.

6. Administration of medicines: No oral medicines other than prescribed medicines are to be administered to a child at nursery unless in the event of an emergency.

- The medication record chart should be consulted, and the label on the dispensed medicine checked to confirm that it corresponds to the medication record chart.
- Liquid medicines should be dispensed using the liquid medicines syringes if supplied with the medication.
- Check the name of the child, ask "what is your name?" do not ask "Are you\*\*\*?"
- Offer the medicine to the child and give a drink of water. This should be given even if the medicine is a liquid medicine.
- If for any reason the child is unable to take the medicine, or refuses the medicine, the parent or guardian should be contacted.
- The medicine record chart should be signed with administration details and time and signed by the carer when they collect their child.
- The medicine must then be returned to the medicine cupboard/container out of reach of children.
- If more than one child has to receive a prescribed medicine, only one medicine is to be administered at one time. The other medicines must be locked away.
- If the medicine is a liquid short course, it is important to return the balance to the parent or guardian for evening doses.

Medicines containing Aspirin should only be given if prescribed by a doctor/health professional.

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