

MEDICATION POLICY

Should a child be brought to the setting requiring the administration of any medicines then the following procedures should take place;

1. Parents/carer must complete a medication form each day the medication has to be taken, stating details of medicine, dosage, and times for administering and who will administer the medicine. This must be signed by parent/carer and staff member.
2. All medication must be clearly labeled with child's name.
3. Medicines must be stored in a locked cupboard in the kitchen or fridge in kitchen where children do not have access.
4. Non-prescribed medication will not be administered at all with the exception of infant paracetamol to reduce pain and fever and teething gel, a medication form must be completed prior to the administration of these medicines.
5. Only prescribed medication can be administered in line with a doctor, dentist, nurse or pharmacists prescription instructions. A child under 16 will not be administered aspirin medications unless prescribed by a doctor.
6. Medication is only to be administered by a senior member of staff who is first aid trained. The medication form must be signed and the time of administering medicine recorded. This is to be witnessed by another qualified member of staff who must also sign to confirm that the action has been carried out correctly.
7. Details of medication taken in the day must be completed on a separate form and given to the parents for their records of when medication was last administered, dosage and time and handed to the parent/carer at the end of the session.
8. If a child should require any specialised treatment or medication then only staff trained by a qualified body will be allowed to carry out any procedures. The nursery manager will draw up a protocol in conjunction with the parents/carers. This will be filed in the child's personal file and a copy kept with their development records in the room so that all staff working directly with the child has access to the information. All staff to be briefed at team meeting.
9. Only qualified members of staff may take medication from parents and complete medication form.