



Medication Policy

Rationale

This policy outlines the responsibilities of the nursery, staff members and parents/carers with regards to the administration and storage of medication of children in our care and medication taken by staff members.

Prescribed Medication

All medication that has an administered time limit must be prescribed by a doctor, hospital or other relevant medical professional. The only exception to this rule is with regard to teething remedies (see Non-Prescribed medication below)

Prescribed medication must have the original prescription label attached showing the child's name, dosage and date of prescription. The medication must be within 6 months of being prescribed.

Parents/carers must complete a "consent to administer medication" and "medication record" forms prior to their child being administered medication, this form includes information regarding date of prescription, method and dosage, time of last dose and times to be administered at nursery.

Staff will sign when medication has been administered and parents must sign upon collection to confirm their child has received their medication.

Each room has a medication book where all medication forms are kept.

Prescribed medications must only be administered by a member of management and be witnessed by another staff member.

Once a course of medication is complete or has been discarded, the medication forms will be kept in the individual child's personal file in the office.

Non-Prescribed medication

We are able to administer certain non-prescribed medication including teething remedies, nappy barrier creams and ointments and moisturisers.

With regards to nappy barrier creams and ointments and moisturisers which have no administration time limits, we request that parents/carers sign a consent form as part of the contract when they start at the nursery.

All staff members are able to administer these creams and ointments and they are to be clearly labelled with the child's name and the date they were opened. They can be used until their expiry date, in the event of no expiry date; they can be used for 6 months after the date of opening.

Any non-prescribed medication which does have an administration time limit including teething gels, powders and liquids would require parents/carers to complete "consent to administer medication" and "medication record" forms prior to being administered.

Emergency medication

Emergency medication such as epi-pens and inhalers would require parents to complete an "emergency medication" form, stating details of medication, dosage and symptoms and triggers that would cause the need for medication and parents/ carers signature.

This medication must be kept in the children's base room, in a plastic container labelled with their name and photograph, administration information and emergency contact details.

These medications must be kept at nursery at all times and be taken with the child if they go on any outings or in the event of a fire evacuation.

If a child was administered any emergency medication, staff would record this on a "medication record" form and parents would be required to sign it upon collection of their child.



Paracetamol

Under certain circumstances Nursery Paracetamol can be administered to a child.

These circumstances are as follows;

- The child's parent/carer has signed the consent for paracetamol form in the contract.
- The child has been at the setting for 4 hours or more, in which case any paracetamol that they had had before coming to nursery would no longer be in their system.
- The child has had a temperature above 38°C /100°F that cannot be lowered after 30 minutes.
- Parents/ carers and all emergency contacts cannot be contacted and voicemails have been left.

Continuous efforts would be made to contact parents/ carers and emergency contacts and once contacted collection would be required.

In the event that a child has been administered nursery paracetamol, staff would create a "medication record" form which parents/ carers would need to sign upon collection of their child.

Specific and ongoing medical needs.

If a child has a specific medical need, parents/carers must supply the nursery with sufficient information about the condition and a care plan will be completed after consulting with parents/carers, relevant outside agencies and nursery staff.

A care plan would outline details about the medical need/condition, signs and symptoms to look out for and procedures to follow regarding contacting parents or administering medication.

All staff working with the child should be aware of the plan and copies of the plan would be kept in the child's base room and in the child's personal file.

Staff medication

All medication taken by staff members/students must be kept in their lockers or in the staff room, safely out of reach of the children.

In the event that staff/students would need to take emergency medication including epi-pens and inhalers, these would need to be kept in the same way as the children's emergency medication, in the staff members base room, in a plastic container labelled with their name and photograph, administration information and emergency contact details.

In the event that a staff member/student is prescribed medication, they would need to inform the managers and they would be required to complete a medication at work form. This information will remain confidential.

Where medication being taken by a staff member/student may affect their ability to care for the children, staff/students must obtain written confirmation from their GP or other relevant medical professional stating their ability to work with the children. In the event that a medical professional has stated they are unsuitable to care for the children whilst taking the medication, alternative duties will be provided by the management where possible.

Storage of medication

All medication must be kept out of reach of the children at all times. Emergency medication must be kept in the child's base room and remain on the premises at all times. Nappy barrier creams and ointments and moisturisers should be kept in the bathroom/nappy changing area, these can be left at nursery.

Teething remedies can be stored in the child's base room, these can be left at nursery.

Medications such as paracetamol and anti-biotics, etc should be kept in accordance to instructions on the label and in the kitchen, these must be taken home with the child after their session.

This policy was written in line with 3.17, 3.43 and 3.44 of the Statutory Framework for the Early Years Foundation Stage 2012.