

Medication Policy

Long Term Medication Forms: These are required if a child has been prescribed medicine which they will be taking over a certain period of time. Parents/carers must sign this form when they drop off with the medication, then a senior member of staff must also sign to say they have been informed that the child is in need of medication. The form requires the child's name, the date the medication began, the name of the medication, why it is needed, dosage and time to be administered. Parents/ carers must also sign when they pick up. These forms are also used for children who require ongoing treatment (i.e. use of inhalers, Piriton for allergies, Epi-Pens etc). Again parents must sign the form when they collect their child each time the medication is administered.

Only management or seniors can administer medicine however it is required for a witness to also sign when medicine has been administered.

The Manager/Deputy/EYTS must always be informed when a child needs medication, they must then sign the completed medication form to confirm they have been made aware of the situation.

Parents who wish their child to have non prescribed medication may come into the nursery and administer the medication themselves and sign a medication form.

Children taking medication must be well enough to attend Happy Hours. If the child has not been given the medication before they must stay at home for the first 24hours of treatment in case of any allergic reactions or side effects.

Children's medicines are to be stored in their original containers, clearly labelled and not accessible to any children. Usually medicine is kept in the fridge.

Only prescribed medicines are to be given to children while at nursery. Exceptions are made for paracetamol based medication (i.e Calpol and Nurofen) but are only to be administered when a child has a temperature of 37.5 degrees or over. If the child has been in nursery for less than 4 hours, check with parents/carers caring for the child prior to them attending nursery to ensure that no calpol etc has already been given. **An emergency medication form** will be required with the same information recorded as the long term medication form, the only difference is that you would have rang the parents for permission and wrote who phoned the parent and the parents name before administrating the medicine.

If the temperature is over 39 degrees the child must be sent home immediately due to risks of febrile convulsions and cannot return to nursery until after their temperature has gone down and stays down without medication.

If the administration of prescribed medication requires specific medical knowledge, individual training is provided for senior staff by a health professional.

All cases are based on individual circumstances and final decisions will be made by a manger