



Administering Medication Policy

This policy promotes the good health of the children in our care, in line with the Early Years Foundation Stage, safeguarding and welfare requirement/s.

Children who are taking medication may attend nursery provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness and they are well enough to fully participate in nursery activities; this is at the manager's discretion.

We do not supply any type of medicines and will only administer medication supplied by the parent/primary carer for their individual child. In accordance with Ofsted's guidance we will only give medicines only if they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Procedure

- A parent/carer must give prior written permission on the relevant medicine form for each and every medicine before it can be administered; verbal permission will not be accepted.
- When a child falls ill at the centre, the parent should always be notified. If the parent has given prior written consent for certain medications, we must always call the parent before administering to check when the last dosage was given.
- Staff are to always check the medication label before administering.
- The relevant medicine form will be completed by a staff member each time medication is administered; a parent will be required to sign this on collection.
- Medication must be in the original container in which it was dispensed, with legible instructions in English.
- Medication must be within its expiry date; parents are responsible for the safe disposal of any expired medication.
- We will only administer the dosage and frequency indicated on the instructions/prescription label.
- Medication will be stored out of children's reach and strictly in accordance with the product instructions.
- Medication which needs to be refrigerated should be kept in Nursery manager small fridge, clearly labelled with the child's name.
- Staff to thoroughly clean items which have been used to administer medicine.
- Short term medication will be sent home with the child daily and cannot be left overnight in the nursery. Long term medication can be kept in the nursery for as long as it is required.
- Where medication is required to treat a long term medical condition, a care plan will be completed by the parent. Long term use of paracetamol, ibuprofen and aspirin will require a supporting letter from the GP confirming the health condition this is required for e.g. febrile convulsions.
- Medication will only be administered by the management team, or by the designated nursery staff who have received the relevant technical/medical training/first aid.
- If the administration of medication requires technical/medical knowledge e.g. insulin injections, suppositories etc., then individual training must be provided for staff from a qualified health professional which is to be arranged by the parent prior to the child attending; training must be specific to the individual child concerned. For Epi-pens, staff will be trained in-house.
- Prescription medication can only be given to that particular child; we cannot administer to any other child, including a sibling, any medication that is prescribed for another named child.

- We cannot administer both paracetamol and ibuprofen at the same dosage time; these must be given at separate times according to the instructions. We cannot give any aspirin based medicines to children unless these are prescribed.
- If a child refuses to take medicine, staff will make every attempt to encourage them but cannot force them. In this instance the parent will be contacted immediately to inform them.

The following chart details which medication we can administer and for how long:

Medication Chart

Type of medication	Examples of reasons for administering	Examples of medication (This list is not exhaustive)	Where there is a health reason to do so we can administer:
Short term non-prescribed	Child requires short term treatment or pain relief which can be treated with over the counter medication.	Paracetamol Ibuprofen Eye drops Ear drops Cough syrup Cream/lotions	For 2 consecutive days
Short term prescribed	Child requires short term treatment or pain relief and has been prescribed a course of treatment by their GP which lasts for no more than 2 weeks.	Antibiotics Paracetamol Ibuprofen Aspirin Eye drops Ear drops Cough syrup Cream/lotions Homeopathic	As per the length of time stated on the instructions
Long term non-prescribed	Child has been diagnosed with a long term condition (which they suffer from regularly or constantly) which can be treated with over the counter medication.	Teething gel Teething powders Nappy rash cream Eczema cream Paracetamol* Ibuprofen* * a supporting letter is required from their GP	As and when required
Long term prescribed	Child has been diagnosed with a long term condition (which they suffer from regularly or constantly) and has been prescribed a course of treatment by their GP.	Epi-pen Insulin Inhaler Eczema cream Paracetamol* Ibuprofen* Aspirin* * a supporting letter is required from their GP	As and when required

Date – August 2018

Signed Manager –

Review- August 2019

Signed Director -

