

Administering Medication Policy

Providers must have and implement a policy, and procedure, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date

EYFS Statutory Guidance pg. 25

Our policy for administering medication is:

We will give prescribed medication to a child if, in our view he/she is:-

- Well enough to be in the nursery.
- Only medicine prescribed by a health professional will be administered
- Medicine will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent/carer.
- Decisions concerning and administration of emergency medication will be undertaken by the lead first aider on shift.
- The medication has been prescribed by a GP, dentist, nurse practitioner or other health professional.
- Parents have completed and signed the appropriate forms at the centre, clearly noting the dosage required and times the medication is to be given.

If a child is on a course of medication to be given three times per day and they attend the nursery for a full day, one dose will be given around mid-day. If a child is on a course of medication to be given four times per day, two of the doses will be given at nursery. Again, it is expected that the morning and evening dose will be given by the parent/ carer

Our procedures for Administering Medication:

We support this by:

- The parent or guardian of any child requiring prescribed medication should allow the senior member of staff or key worker to have sight of the bottle from which the relevant details will be taken and noted on the medication form. These details will be checked by another member of staff and the parent will be asked to sign against these.
- The parent or guardian must give written permission for the administration of medication.
- The parent or guardian must sign daily to confirm the agreed dosage for that day.
- The parent or guardian should be asked when the child has last been given the medication before coming to the nursery. Similarly, when the child is picked up, the parent must be given precise details of the times and doses given throughout the day. The parent will also be asked to sign the medication form upon collection of the child.

- When administering the medication, the senior member of staff or key worker will ask the child to take the medicine or offer it in a manner acceptable to the child, at the prescribed time and in the prescribed form.
- Medication will only be administered relating to the particular illness/condition it was prescribed for i.e. medicine left over from one prescription will not be used for another condition. This includes all forms of pain relief such as Calpol.
- Medicine will be stored according to instructions.
- If the child refuses to take the appropriate medication then a note should be made on the form. Where medication is “essential” or may have side effects, the parent should be informed.
- If the administration of prescription medication requires technical/medical knowledge the individual training will be provided for staff from a qualified health professional. Training will be specific to the individual child concerned

Following periods of severe illness or hospitalisation, children should remain at home until the GP says they are well enough to return to the nursery.

Please note that Under no circumstances will a member of staff administer any medication if doing so causes extreme distress for the child; in this case the parent/ carer will be contacted and advised of the situation.