



Administration of medication policy

Date: September 2011

Review date: September 2012

Name of responsible person: Manager / Room Supervisors

Policy

At the Honey Pot Nursery we recognise that some children may need to take **prescription** medicine during the time they are attending the setting. Parents are required to sign a medicine consent form giving permission for this to happen. The form must include written instructions, including the details of the volume and frequency of the dosage.

All medicines must be supplied, clearly labelled and in their original containers. Medicines will be stored in the child's bag, a medical cupboard on the wall of the changing room or, if necessary, in a fridge.

Medication will be administered by a senior member of staff and witnessed by a second member of staff. Both people will sign the administration of medication form. A signed written record will be kept of all medicines administered, which will be available to the parent when they collect their child.

A child returning to the setting after an absence due to illness must be well enough to do so.

Following a Doctor's consultation, which has resulted in medication being prescribed a child, should not return to Nursery for a minimum of 24 hrs and until the child is well enough to participate in Nursery routines.

If a child has a need for long term medical but intermittent intervention a 'Long Term Medication - Prescription' form must be completed, this will be regularly reviewed to ensure that Nursery information is up to date.

Medication, **other than prescribed / prescription** medicines, will be only be given if

- The appropriate permission sheet has been completed
- the medicine is supplied by the parent
- the medicine is 'in date'
- the dose does not exceed manufacturers dosage instructions
- **only one dose will be given on any one day**
- a written, witnessed record will always be completed
- parents will be informed when they collect their child via staff / day sheet

Procedures

A Health Care Plan / administering of medicine form will be completed and signed by parents where necessary

All medicines must be supplied, clearly labelled and in their original containers.

Medicines will be stored in the child's bag, a medical cupboard on the wall of the changing room or, if necessary, in a fridge.

Medication will be administered by a senior member of staff or the Key Person and witnessed.

Medication will only be administered in accordance with Nursery Policy.

NO MEDICATION WILL BE ADMINISTERED WITHOUT THE PRIOR WRITTEN CONSENT OF THE PARENT