

Medication Policy

This policy has been written in order to promote the good health of the children in our care, in line with the Early Years Foundation Stage statutory requirements:

- We will administer prescribed medication to children in our care when this is required.
- At the manager's discretion we will also administer non-prescription medication, only when there is health reason to do so and only for a maximum of 2 consecutive days in any one week.
- Prior written permission on a medicine form must be given by a parent for each and every medicine before it can be administered; verbal permission will not be accepted. Please be advised that in an emergency medical situation where prior written permission has not been given to administer medicine, an ambulance will be called.
- All medication will be given to a member of the management team as soon as it is dropped off by the parent.
- For those children who require a short course of medication (e.g. 2 weeks or less) we will record all medicines administered on a short term medicine form and a parent will be required to sign this daily on arrival and collection of their child. These medicines must be taken home each day and cannot be stored on site overnight.
- For those children who have a medical condition which requires long term medication, prior parental permission will be recorded on a long term medicine form along with instructions for when it should be administered. Parents will be asked to sign this form on collection of their child as and when the medication is administered. The details of the child's medical condition must be detailed on a care plan. These medications may be kept on site for as long as they are required and must be replaced by the parent when they expire.
- If the administration of medication requires technical/medical knowledge e.g. Epipens, insulin injections, suppositories etc, then individual training must be provided for staff from a qualified health professional which is to be arranged by the parents prior to the child attending. Training must be specific to the individual child concerned.
- Medication will only be administered by the management team, or by the designated persons who have received the relevant technical/medical training from a qualified health professional.
- Medication will be stored out of children's reach and strictly in accordance with the product instructions.
- Medication must be in date and in the original container in which it was dispensed. The label (which must be in English and legible) must include the instructions for administration. We will only administer the dosage and frequency indicated on the instructions.
- Prescribed 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.
- Medication must be sent home with the child daily and cannot be left overnight in the nursery. The exception to this is for children with long term medical conditions such as serious food allergies, febrile convulsions, asthma, eczema etc. Medication for these conditions can be kept in the nursery as long as a care plan has been completed.
- 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. Parents should consult our exclusion policy for more details.