



## MEDICATION POLICY

Amended February 2011

*This Policy defines the arrangements for handling, storing and administering medication to children within the Nursery:*

1. It is the Nursery policy that the written permission of the parent/ carer must be obtained before medication may be administered to a child. Medication is received, stored and handled on the Nursery premises under this strict understanding. The parent /carer is asked to complete and sign a Medicine Administration Record.
2. When a child is admitted to the Nursery details of any medication that the child is currently receiving are required to be disclosed to the Nursery staff by the parent / guardian / carer. Where it is necessary to medicate during a Nursery session the parent / carer is requested to complete and sign the Medicine Administration Record.
3. Medication may be oral (tablets, linctus, syrups etc), topical (creams & ointments), or nasal-pharyngeal (pre-filled inhalers). Where antibiotics have been prescribed for chronic conditions it will be requested that the child be excluded from the Nursery until the condition is cured to prevent undue cross-infections.
4. Nursery staff WILL ONLY administer medication to the child under the following conditions:
  - 4.1 Where medication is prescribed by a GP as part of a treatment regime. Over-the-counter medicines or homeopathic remedies will NOT be administered.
  - 4.2 Where administering medication does not require injecting or intimate contact with the child. Epipens will only be administered if staff have received appropriate training.
  - 4.3 Where administering medication does not require a level of medical or technical knowledge for which Nursery staff are not qualified.
  - 4.4 Where each item of medicine is packaged in its original container from the pharmacy, and clearly labelled by the pharmacist with the child's name, description of medicine, quantity of medicine, and instructions for administration. Medication in any other type of container will NOT be accepted by Nursery staff.
5. All medicines are stored in accordance with the instructions of the pharmacist or the medicine manufacturer (refer to container or package label as appropriate):
  - 5.1 Except where low temperature storage is required all medicines are kept in a Medicine Box in individual rooms; the Medicine Box is not accessible to children.
  - 5.2 Medicines requiring low temperature storage are kept in the original container/ box and kept in domestic refrigerator.
6. Medication may only be given to a child by a qualified staff member. Each instance of administering medication is recorded in the Medicine Administration Record. The following details are recorded:
  - date
  - name of child
  - type of medicine
  - dosage given
  - time given
  - signature of qualified staff member who administered the medication and second staff member (as witness)
  - signature of parent/ carer
7. Unused medication is returned to the parent / carer. Where all medicines have been used up the empty medicine container is returned to the parent / carer.
8. Details provided by the parent/ carer on the original Registration Form will include provision of an emergency contact number and any other information relevant to emergency medical treatment of the child. Where a child requires emergency medical treatment the parent / carer will be notified immediately.