

### c. Medication Policy

Medication, either prescribed or non-prescribed, may be required from time to time by children within our care.

#### Policy

- Non-Prescribed Medication **CANNOT** be administered for a child at Nursery, with the exception of **Calpol** provided by the nursery.
- **Calpol** may be given when a child has a high temperature or for mild pain relief, therefore if a child has been given Calpol on 3 consecutive days they will not be able to return to the nursery until they have been seen by a GP. The 3 days include any days when a child is not at the nursery.
- We will not administer more than 1 dose of **Calpol** in any one day, therefore if symptoms persist, the child must be sent home. A Family Calpol Permission must be correctly completed by the parent or carer for that child and they **MUST** confirm by Family message that Calpol can be administered on that day, even when contacted by phone.
- Prescribed Medication may only be administered for a child at Nursery, where a Prescribed Medication Form has been correctly completed and signed by the parent or carer, for the duration of that prescription.
- Medication will be administered by the child's Room Leader and witnessed by a second staff member, before signing the Medication form and making a visible note on the child's Family profile when complete.
- All medication must be clearly labelled in its original packaging and with the original pharmacy label in the child's name. Once handed over to a member of staff, it will be stored in a medicine cupboard or refrigerated as appropriate.
- Over the counter creams and non-ingested medicated treatments, can be administered by all nursery staff, when in their original packaging and clearly labelled for the child and a Family permission has been completed by the parent or carer.

For chronic illnesses or children with additional medical needs, then a 'Health Care Plan' is completed for the child and held at the Nursery.

- All medication must be stored correctly within the Nursery, within the Medicine cupboard within the child's room.
- Medicine which must be refrigerated may be kept either in the kitchen fridge or the milk station fridge as appropriate.
- All medicines must be clearly labelled with a child's name and be in date, or otherwise disposed of.

- All medicines without an accompanying Medication Form **MUST** not be used, until a Medication Form is correctly completed by the parent or carer.
- Parents must allow time at the beginning of the day to complete all relevant medicine forms.
- Medication **MUST NOT** be administered by a single staff member, but by the child's Room Leader or Nursery Manager and witnessed by a second staff member.
- Medicines should always be provided in the original container and include the prescriber's instructions. We will not administer any medicines if they have been taken out of their original container.
- Both the person administering the medicine and the witness will be held equally responsible for all medication given.
- Nursery staff will be aware of the needs of children on long-term medication, be aware and familiar with their Health Care Plan and work closely with the parents or carers to ensure that administration of medicines is consistent with the child's medical needs.