

Medication Policy

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

- We will administer prescribed medication to the children in our care when this is required.
- At the discretion of the Nursery Manager, or in his/her absence the nominated senior, we will administer non-prescribed medication, however, this will be when there is a recognised health reason to do, and is limited to oral pain relief. *Please note: that we will adhere to the guidance on the medication in terms of amount to be taken, and duration of time that the medication can be taken before seeking medical advice.*
- Prior written permission, recorded on a medication form must be given by a parent for each and every medication. This permission must be given prior to the medication being administered.
- 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 instructions for administration. *Please note: we will only administer the dosage and frequency indicated on the instructions.*
- Prescribed medication can only be given to the child named; we cannot administer to any other child, including a sibling.
- Before administering the medication both the person administering and the witness must check the medication to ensure the parents authorisation is correct and that the correct dosage is given.
- Medication must be signed in every day, and be taken home every night, medication may not be stored at the setting overnight. *Please note: the only exception for this is for children with long term medical conditions i.e. serious food allergies, febrile convulsions, asthma, eczema.*
- For those children who have a medical condition that requires long term medication, prior parental permission will be requested in writing from the parent, and parents will be asked to sign the medication form on collection of their child, in order to note that the medication has been given. The details of the child's medical condition must be recorded on 'Connect', the internal information management system. These medications may be kept on site for as long as they are required, and must be replaced by the parent when they expire. This will be monitored by Childcare Officers as part of monthly risk assessments.
- **If the administration of medication requires technical/medical knowledge e.g. Epipens, insulin injections, suppositories, then individual training must be provided for staff from a qualified health professional.** This training is to be arranged by the parents prior to the child attending. *Please note: training must be specific to the individual child concerned.* Medication will only be administered by a member of the setting senior team, or by designated persons who have received the relevant technical/medical training from a recognised health professional. The administration of medication will always be witnessed.
- Medication will be stored out of children's reach, and in accordance with the product instructions.
- Children who are taking medication may attend nursery provided they are not suffering from an infectious illness. Children must be well enough to fully participate in nursery activities. *Please note; attendance at nursery is at the Manager's discretion, please refer to the exclusion policy for more details.*