

MEDICINE POLICY

We are prepared to administer medicine to a child provided:

- 1) The medicine is prescribed, has the child's name and date.
- 2) Written permission is required from parents for each and every medicine before any medication is given.
- 3) The parent signs the medicine book detailing name, dosage and times of medication and what the medication is prescribed for.
- 4) A fully qualified member of staff is responsible for administering the medicine.
- 5) The member of staff responsible signs the medicine book after the medicine has been given and this is witnessed and countersigned by another member of staff.
- 6) All medicine is kept out of children's reach and strictly in accordance with product instructions and in the original container in which they are dispensed. They should include the prescriber's instructions for administration.
- 7) **Asthma** – If a parent would like the nursery to administer medication for asthma, we need written consent with clear instructions on dosage, times and expiry date. A log will be kept for all long term medication and will be reviewed termly or sooner if necessary.
- 8) Children will be given privacy when administering medicines.
- 9) The parent signs the medicine book at the end of the day once the medicine as been administered.
- 10) **Non-prescription medication** (e.g. Calpol). We only administer non prescription medication that has been recommended to the parent by a pharmacist over the counter and provided to us by the parent – see point 1 above. We will only administer Calpol in the event of a child having a temperature in excess of 38C/100.4F. We do not administer non-prescription medication for general pain relief because administering this type of medication can disguise the symptoms of a more serious illness that requires urgent medical attention. In the interest of the child, we believe that a child who requires medication for pain relief, in order to get through his/her day at nursery, is not well enough to attend nursery.

In the event of a child's temperature exceeding 38C/100.4F, we seek the parents consent on the registration form to us administering Calpol and we always endeavour to get verbal permission from the parent or alternative emergency contact before administering Calpol to ensure, for example, it had not been given within the previous four hours. A fully qualified member of staff will administer Calpol (as directed by the bottle) and they will complete a temperature monitor form in addition to the medicine record form, which the parent will be requested to sign on collecting the child.