

### **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 a medicine form 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 form after the medicine has been given and this is witnessed and countersigned by another fully qualified 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 (Care Plan) with clear instructions on dosage, times and expiry date. A care plan will be kept for all long-term medication and will be reviewed termly or sooner if necessary.
- 8) **Antibiotics** – If a child is prescribed antibiotics for the first time, the child is unable to attend nursery for 48 hours in case of an allergic reaction, if however, the child has been on the prescribed antibiotics before, they are fine to attend nursery. Staff are then also able to administer antibiotics to the child with the parental consent.
- 9) Children will be given privacy when administering medicines.
- 10) The parent signs the medicine form at the end of the day once the medicine has been administered.
- 11) **Non-prescription medication** (e.g. Calpol). 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.

If a child develops a temperature while in our care, we will, with parental consent administer calpol. If the child's temperature does not go down, or does

go down but re appears after 4hours in which the medication has worn off, the child will need to be sent home and the 48hours exclusion period will apply.

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.

This policy was reviewed on: 1<sup>st</sup> July 2024

By: Emma Fowles (Operations Manager)