

## MEDICATION

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

1. It is setting policy that the written permission of the parent or guardian must be obtained before medication may be administered to a child. Medication is received, stored and handled on the setting premises under this strict understanding. The parent or guardian is asked to sign a general Declaration of Consent Form.
2. When a child is admitted to the setting, details of any medication that the child is currently receiving are required to be disclosed to the setting staff by the parent or guardian. Where it is necessary to medicate during a setting session the parent or guardian is requested to complete and sign a specific Authorisation for Special Medication Form.
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 setting 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 a level of medical or technical knowledge for which setting staff are not qualified. Where child has complex needs, the setting Manager and her deputy would seek advice or training from a health care professional.
  - 4.3 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 setting staff.
5. All medication received into the setting is logged onto our Medication form. This Form provides for recording medicines received, and those returned to the parent or guardian. This form provides a complete record of all medicines handled in the setting.
6. All medicines are stored in accordance with the instructions of the pharmacist or the medicine manufacturer (refers to container or package label as appropriate):

6.1 Except where low temperature storage is required all medicines are kept in a locked cupboard in the setting's Manager's office.

6.2 Medicines requiring low temperature storage are kept in a locked container which is kept in the domestic refrigerator. The temperature of this refrigerator is checked weekly with a calibrated thermometer; readings in excess of 7°C are reported to the Manager for appropriate action.

6.3 The setting Manager is responsible for the safe keeping of the keys to the Medicines Cupboard and refrigerator storage containers.

7. Medication may only be given to a child by a qualified staff member. Each instance of administering medication is recorded in a Medication form. The following details are recorded:
  - Date
  - name of child
  - type of medicine
  - dosage given
  - time given
  - signature of qualified staff member
  - signature of second staff member (as witness)
  
8. Unused medication is returned to the parent or guardian and logged onto our medication form. Where all medicines have been used up the empty medicine container is returned to the parent or guardian. The records contained in the Medication form will confirm medication given.
  
9. Details provided by the parent or guardian 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 or guardian will be notified immediately.