



Medication Policy		
Date: February 2015	Review date: February 2016	Signed: A. Clark

At Best Start Nurseries we follow the medication procedures as below. By doing this we will support the parents with unwell children, reduce the risk of children coming to harm through overdosing or unnecessary medicine being administered, working with parents to care for and provide comfort to unwell children.

This policy works alongside our **Sick Children and Exclusion Policy**.

Nursery and Staff responsibility:

- When the children have been ill and require medication, either prescribed from the doctor or over the counter such as Calpol, staff must ensure that parents have signed and understood the relevant medication forms.
- The medication must be taken from the parent and placed in an appropriate place, e.g. the staff room fridge, high shelf out of child's reach.
- The times and dosage must be adhered to as closely as possible. If circumstances such as the child falling asleep at dosage time, then the parents should be contacted for further instruction.
- On the parent's arrival at Nursery to collect their child, the medicine form must be signed and the medication handed back to the parents.
- When the medication has ended, staff must ensure parents have signed the medication form to confirm the conclusion of medication.

Parent's responsibility:

- Parents must ensure that their child is well enough to come into Nursery and has taken the medication before or has been off for 48 hours with the medicine.
- Parents must sign and give correct information on the relevant medication forms.
- Parents must inform staff if medication has been given to their child that day before their arrival at Nursery and the times and dosage of the medication given at home should be recorded on the medicine form.
- Parents must hand over the medicine to staff to be stored in the appropriate place. Medicine must not be left in a child's bag as we do encourage independence so the child can access their own belongings in their bags at any time.
- Parents must sign for the administered medication and collect the medication on collection of their child.
- Parents must inform the Nursery when the medication has come to an end and sign the form.
- Parents must ensure that medication container is appropriate e.g. not leaking, clearly labeled, child safety caps, etc.
- Parents must make sure that they have given clear consent for a third party e.g. grandparents, family friend to sign for and pass on the relevant medicine and information. The parents must make sure that they understand that this person is responsible on their behalf.

Staff medication

Any medication that staff members may be taking, prescribed or not, should be stored safely within the staff draws or fridge in the staff room. It is the staff members responsibility for the medicine while on the premises.

All first aid boxes, which are used for staff, children and visitors, are kept in a readily accessible position, but out of reach of the children. There is a visible sign to

indicated where the first aid box is, if it is not clearly visible already e.g.) in the kitchen cupboard.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box or sealed food bag, which is out of reach of all children and under supervision at all times. If this box is left unguarded at anytime throughout the day, it is the staff within that room that become responsible for the unguarded medication.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times e.g.) in a medicine box.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications must be in their original containers or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Please note:

**Calpol can only be administered to your child if their temperature is high (above 37.5 c), has been prescribed by a Doctor, Dentist, qualified Pharmacist or Nurse
We cannot administer Calpol for common colds, a bad night's sleep, etc.**

Where training is needed for a specific medical need the issue will be discussed with management, parents and staff before any decisions are made.

For any long term medication, e.g.) an asthma inhaler to be taken twice a day at 10am and 2pm, the parent can sign the medicine form for this to be a continuous action until notified.

We will only give medicine to children within our care when there is an accepted health reason to do so. We will only administer medicine containing aspirin when it is prescribed by a Doctor.

This policy follows the written guidance from the Department for Education as detailed in the Statutory Framework for the Early Years Foundation Stage (2014).