

Administering Medication Policy

Administration of medication

If medication has NOT been prescribed for the child by a GP or medical professional or has past its expiry date, this includes Calpol, Nurofen or antihistamines. Plume Avenue Nursery will not administer it

In extreme circumstances the manager may make the decision to administer emergency Calpol to children if a child's temperature becomes high or raised in the agreement that the parents are on their way to collect the child. This will only be carried out if the manager has sought permission from the parent. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.

Children taking prescribed medication must be well enough to attend the setting (see Allergies, Sickness & Infection policy for further information)

Children's medications are stored in their original containers, are clearly labelled, preferably on the medication itself, are inaccessible to the children and are stored according to the manufacturer's instructions.

Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose and times of how and when the medication is to be administered.

Procedure

- Medication may be administered by any member of nursery staff with a first aid qualification as long as they are supervised by a member of the management team or a level 3 qualified member of staff.
- The administration is recorded on the individual child's daily medication form each time it is given and is signed by both members of staff.
- Parents countersign the form to acknowledge the administration of a medicine at collection time.
- Where the administration of a medicine is a regular requirement, an indication will be made on the daily register to ensure staff are reminded.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional.



Signed : *Steve Catley*
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