



## **POLICY AND PROCEDURE:**

### **PRESCRIBED MEDICATION POLICY AND PROCEDURES**

#### **Purpose of Policy**

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

#### **Who is Responsible?**

It is the overall responsibility of the senior staff to ensure that there is written parental/guardian permission to administer medication to children during the session. It is the responsibility of the staff to ensure that parent / carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer signs when they are collecting their child. There will be no prescribed medication stored at nursery overnight (only inhalers & skin creams will be stored), all medication be returned to parents each day.

#### **How will the policy be implemented?**

- ✓ Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name / dosage must be on the medication bottle.
- ✓ Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form. A new entry should be completed where there is change in circumstances.
- ✓ Staff can only administer medication for the length of time stated on the bottle; staff will not administer medication beyond this time-scale unless we have a Doctor's letter.
- ✓ The medicine administration form will detail the name of the qualified practitioner who administered the medication.
- ✓ Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.
- ✓ The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, forms must be signed by the parent/carer/relative when they collect their child
- ✓ Medicines must be stored in accordance with instructions on the bottle/label

#### **Administering Medication**

- At no time should the medication form be completed in pencil, must be in pen.
- Parents should be signing their names and not printing.
- Parents signature must be clearly seen at the bottom of the medication form.
- It must be clearly stated why the child is on medication in the diagnosis of illness column.
- Medication must be stored accordingly.
- No medication should be left in children's bags.



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**CALPOL**

- ✓ All medications will be stored accordingly out of the children's reach. Parents complete the medication form in the morning if they anticipate that their child needs calpol throughout the day.
- ✓ If a child needs calpol throughout the day due to temperature, being unwell etc. staff reserve the right to administer it if the parent has consented this in their enrolment pack.
- ✓ Parents should be contacted prior to giving calpol to request permission and to inform them that their child is unwell.

**Auditing Medication**

- ✓ All staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. When required.

**Epi-pens:**

Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times, the setting should also be issued with one if possible.

**Only members of staff who are trained to administer this medication will be allowed to do so.**

Stepping Stones Nursery aspires that all members of staff receive the required training when needed and parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Stepping Stones Nursery is kept up to date.

**Asthma Medications:**

The child should have an inhaler with them, which will be stored at nursery in the case of an emergency, each child's inhaler should be kept in our "medication" container, and all details should be recorded on our medication record form.

**ALSO SEE ASTHMA POLICY**

Any **un-prescribed** medication other than Calpol unless previously requested and discussed by a parent and management/senior staff should not be given.

***If you are unsure or worried about any specific medications and how to administer them always seek professional guidance.***

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