

## **Medication Policy.**

There is a responsibility on the part of the parent to make sure that all relevant information regarding their child's medical needs is passed on to staff. When a member of staff is presented with medication from a parent or guardian to administer to a child, they must follow the following procedure.

The child's individual medicine sheet must be filled out in full by a parent or guardian on the morning of the day the medicine needs to be administered. This form must then be handed to a member of staff who will make sure all of the information given corresponds to the instructions on the medication. **The parent must then sign the Medicine sheet.**

All medication to be administered to a child, which has been prescribed by a doctor, must have the following information on it:

- the child's correct name
- the date of issue
- the name of the medication
- the dosage
- the strength (if applicable)
- the expiry date (if applicable)

The medication must be in its original packaging or bottle, with the original pharmacy label on it.

If any of these are not present a senior member of staff must contact the parents before the medication can be administered.

Administration of any medicines must involve two qualified members of staff, one of whom has to be of senior level.

Details on the packaging / bottle must be checked by both members of staff immediately before administration and then the medicine sheet signed by both members of staff afterwards.

When the parent or guardian collects the child at the end of the day they must counter sign the back of the medicine sheet alongside the member of staff's signature.

All medicines are kept in the office and parents should be reminded to collect them at the end of the day.

When a child in our care becomes unwell it is our policy to contact the parent/carer and discuss the situation. For this reason a minimum of 2 emergency contact numbers must be provided.

The only non-prescribed medicines we will administer is Calpol / Nurofen / Ibuprofen and it WILL ONLY be administered once we have contacted the parent / carer and gained permission from them to proceed.

If any of the above have been administered the parent or carer must sign their child's medicine sheet when they are collected at the end of the day.

#### GENERAL POINTS

If a child has long term, on going medical needs a meeting will be arranged with the parents/careers to discuss the needs of this child prior to them starting at the nursery. All staff will be informed of any special action that may need to be taken. In the case of medication that needs to be administered on an ongoing basis a letter from the child's doctor will be kept on file and the medical record sheet for that child will be filled out on a daily basis. Medication will be kept in the fridge in the office and regular discussions will be held with the parents to make sure all information we hold is up to date. Long term conditions requiring special care will be dealt with on an individual basis but following the above guide lines and procedures as closely as possible.

Children who have 2 incidents of vomiting or diarrhoea must not return to nursery until 48 hours have passed since the last occurrence.

OFSTED will be informed if more than 2 cases of food poisoning, affecting 2 or more children, occur on the nursery premises.

We will contact the Health Protection Agency (HPA) and The Communicable Diseases to report any diseases or illness that staff or children have contracted that are listed as reportable i.e. measles, meningitis or e coli although the child's GP will have also communicated with the HPA.

If you have any queries or are unsure about anything, **always ask the manager.**

This policy / procedure was checked, reviewed and updated in **August 2012.**

\_\_\_\_\_Nursery Manager