



# Kiddie Kapers Nursery & Little Rays Day Nursery

## Medication Policy



*This Policy defines the arrangements for handling, storing and administering medication to children within the Nursery. Where the term "parent" is used it applies to guardians and carers.*

1. It is Nursery policy that the written permission of the parent must be obtained before medication may be administered to a child. Medication is received, stored and handled on the Nursery premises under this strict understanding.
2. Where it is necessary to medicate during a session the parent is requested to complete and sign the medication book/file.
3. Medication may be oral (tablets, linctus, syrups etc), topical (creams & ointments), or nasal-pharyngeal (pre-filled inhalers).
4. Nursery staff will ONLY administer medication to the child under the following conditions:
  - Where medication is prescribed by a GP as part of a treatment regime other than Calpol as below.
  - Where administering medication does not require injecting or intimate contact with the child (including eyes and ears), EXCEPT for epi-pens used as a treatment for severe allergies, however in order for staff to be competent and confident in administration of these, staff MUST have received training from a medical professional. Entry to nursery may be delayed until this professional training has been received by at least 75% of staff.
  - If this level of medication is required, a written management plan from the child's doctor must be given to the nursery, prior to the child's starting at nursery.
  - 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 Nursery staff.
5. All medicines are stored in accordance with the instructions of the pharmacist or the medicine manufacturer (refer to container or package label as appropriate).
6. Medication may only be given to a child by a qualified staff member. Each instance of administering medication is recorded in a Medicines sheet. 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), parent signature at end of session.
7. Unused medication is returned to the parent.
8. Details provided by the parent initial registration 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 will be notified immediately.
9. In the event that a child has a high temperature and is unwell, parents will be contacted to collect the child. Whilst the nursery is waiting for the parent to collect, ONE dose (as per the age specific dosage instructions supplied with the medicine) of Calpol will be administered by a qualified member of staff if deemed necessary for the safety of the child and with agreement of the Head of Nursery or Deputy Manager. The child will only be given a dose if:
  - Telephone consent is given by the parent.
  - A parent cannot be contacted, but the child has been in the setting for 4 hours or over to ensure no overdose of Calpol is not given.
  - The child has a signed consent form on file to administer one dose of Calpol in the nursery.The nursery will record any dose given in the medication book, with the date, time, child's temperature and signatures of who administered and witnessed the dose. The child's parent / carer will be asked to sign this record on collection of the child.