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MEDICATION POLICY			


Aim

To ensure that children with medication needs receive appropriate care and support at nursery.

Roles and Responsibilities

Parents / Guardians

- Parents should keep their children at home if acutely unwell or infectious and if are unsure if the particular illness has an incubation period then contact the nursery who can advise;
- Parents are responsible for providing the nursery with comprehensive information regarding the child's condition and medication and also to inform the nursery of any changes to the child's medical condition or medication;
- Prescribed medication will not be accepted in nursery without complete written and signed instructions from the parent/guardian;
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/guardian;
- Only reasonable quantities of medication should be supplied to the nursery (for example, a maximum of four weeks supply at any one time);
- Each item of medication must be delivered to the SMT, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:
 - Child's Name;
 - Name of medication;
 - Dosage;
 - Frequency of iteration;
 - Date of dispensing;
 - Storage requirements (if important);
 - Expiry date;
 - The nursery cannot accept items of medication in unlabelled containers;
 - It is the responsibility of parents to notify the nursery in writing if the child's need for medication has ceased;
 - It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date;
 - The nursery will not make changes to dosages on parental instructions. This information must be given, in writing by a medical practitioner;
 - Nursery staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each half term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent.

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Nursery

- Medication will be kept in a secure place, out of the reach of children's. Unless otherwise indicated all medication to be administered in nursery will be kept in a locked medicine cabinet;
- The nursery will keep records, which they will have available for parents;
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal on the same day. If a refusal to take medicines results in an emergency, the nursery's emergency procedures will be followed;
- For each child with long term or complex medication needs, an Individual Care Plan will be drawn up, in conjunction with the appropriate health professionals and staff will be trained for specific medical interventions;
- Parents will be asked to confirm in writing if they wish their child to carry their medication with them in nursery i.e. inhalers. The safekeeping of inhaler medication is the responsibility of the child concerned as rapid access to this type of medicine is often necessary;
- The nursery will make every effort to continue the administration of medication to the child whilst on trips away from the nursery premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a nursery trip if appropriate supervision cannot be guaranteed;
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Health Care Plans:

Children with long term health issues will need a Health Care Plan to ensure their needs are adhered to. Inform staff of procedures to follow in accordance with nursery policy and parental wishes.

Staff Medication

Any medication carried by staff will need to be stored in the staff room. No medication will be allowed to be brought into the room where children will be present. If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.



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MEDICATION POLICY

Individual Health Care Plan Form

This form is to be used to document all of your child's health care conditions that may require treatment or emergencies while at nursery

Name:

Date:

Chronic Health Condition/s and or Allergies

Name of chronic health care condition/s

Symptoms:

Medical treatment necessary while at program, including medications:

Potential side effects of treatment:

Permission to administer Medication



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Hope Spring Nursery

Childs Details:

<u>Childs's Name</u>	<u>Date of Birth</u>
<u>Name of medication</u>	<u>Doses Required</u> <u>Time/(s) to administer</u>
<u>Length of medication to be administered</u> <u>Date of first dose:</u>	<u>Date of last dose:</u>
<u>Parent/carer signature</u>	<u>date</u>

NOTE: Any changes to this policy must be reflected in the Staff Handbook



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