

Little Faces Nursery

Medication

All medication should be given by a designated Suitable person. The Manager will assume all responsibilities for ensuring that these people are appropriately trained.

All medication should be prescribed excluding calpol and infant paracetamol which will be provided by the nursery.

- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during the nursery day. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
- Management must only administer medication if a parent/carer has completed signed and dated a short or long term medicine form.
- The management have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The management is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

The procedure for administering medication in the nursery is as follows:

Medication will never be given without the prior written request of the parent/carer. Medication which is prescribed by a G.P must have a clear prescription label attached to the bottle. A Manager is responsible for ensuring that the administration of medication is followed and that:

- Prior consent is arranged.
- All necessary details are recorded.
- that the medication is properly labelled and safely stored during the session.
- A member of staff acts as a witness to ensure that the correct dosage is given.
- Parents/carers sign and complete a Medication Form to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carer will be notified, the parent/carer will be notified and it is recorded in the Medication Form.

Where children need regular medication (asthma pumps or insulin for example), the nursery staff will place in a secure place until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on Care plan Form – a new form must be completed.

Full details of all medication administered in the nursery, and Care plans will be stored in the child's individual file in the main office.