



## The Wye Nursery Policies and Procedures

### **Administration of medicines policy.**

The Wye Nursery is prepared to administer **prescribed** medicines to a child provided a consent form has been signed by the parent/carer and the following information given:

- Name of child
- Time of last dose given
- Time of next dose due to be given
- Name of medication
- Dosage required (as stated on label)
- Method of administration
- Any side effects to be expected
- Name of doctor

Non-prescribed medicines will not be administered except in extreme circumstances (E.G if child is at risk of febrile convulsion because of a high temperature) and where we have prior knowledge and written permission together with named and in date medicine provided by the parents.

If medicine needs to be taken at nursery then the following must be followed:

- Parental Agreement Form (medication form) to be completed and placed in the child's file.
- Medication must be in its original packaging, stating the name of the child, and the required dosage. The parents are responsible for supplying the correct dosage information and medication that is in date.
- For occasional medication e.g. antibiotics following an infection, written consent will need to be completed for each day that the medication is required.
- For longer term medication e.g. asthma inhalers, Epi-pens etc. parents should provide written consent (Long term medication form) for staff to administer medication when necessary and the correct method and dosage to follow. Parents should inform staff if dosages and methods for administering change. Staff training will be arranged in accordance with need.
- ONLY level 3 qualified staff to administer medication (Normally the Supervisor)

Medicines will be stored in accordance with their labeling and pharmaceutical advice.

All medicines administered, and the dosage given will be recorded on the signed medication form and kept in the child's file. Parents will be asked to sign the form whenever medicine is given. Parents may request a copy of the page for their own records.



## The Wye Nursery Policies and Procedures

### **Administering of Medicines Procedure**

When parents request medicines to be administered staff should do the following:

- Check whether the medicine is prescribed or not (Calpol and Nurofen are not normally prescribed)
- Ask the parents to complete the Parental Agreement Form (medication form)
- Store the medicine safely and in accordance with prescribed instructions.
- Inform other members of staff.
- ONLY Level 3 qualified staff to administer medicine (Normally the supervisor)
- Complete agreement forms accordingly each time medicine is administered.
- Ensure parent/carer has signed the medication form at the end of each session.
- Return medicine to parent at the end of each session.
- File form in the child's record file.