

Medication policy  
Review February 2009

Long-term medication

This is for children requiring long term medication due to conditions such as asthma, that if not properly controlled, could limit your child's attendance in nursery. When your child requires long-term medication you must

- Inform the nursery about your child's condition
- Inform us in detail about the child's medical history
- Medication form must be completed by the parent or guardian who knows about the condition and medication that has been prescribed
- The medication must be given to a supervisor/qualified member of staff in it's original container with the information sheet attached
- You must take time when transferring information to staff ensuring they have all the appropriate information
- All information must be reviewed after 28 days

Short-term medication

This applies to children who are required to finish a prescribed course of medication.

- Inform the nursery why the medication was prescribed
- Medication form must be completed by the parent/guardian who knows about the illness/condition
- Medication must be given into nursery with it's original container and contain the information leaflet with own spoon/syringe ect.
- The medication must be given to a supervisor or qualified member of staff
- Medication will be given back and reviewed after 28 days.
- We will not administer the first dose of a new medicine in the nursery, to ensure the child does not have an adverse reaction to the medication, the first dose must be given at home (24hrs) this means that your child should receive the first full daily doses of medication at home.
- Parents must inform us of any conditions your child has that may require emergency treatment. This must be done in writing

Non-Prescribed medication such as:

- Paracetamol
- Teething Powders
- Teething gels
- Homeopathic medications
- Cough and cold medication
- Ibuprofen
- Eye drops
- Antihistimes
- Creams

We will administer these medications however we require that parents

- Give written permission
- Give details of what is to be administered
- The reason for the medication
- Instructions on how/when and how much to administer
- Details of when the medication was last administered by the parent
- The child will be offered a drink with the medication if required

Staff will query the medication

- When the amount that the parent has written does not match what the suggested amount on the bottle or leaflet
- Or the medication is not suitable for the reasons the parents want to give it

Staff will ask the parents for an explanation or a pharmacist or NHS 24 a decision by the management team will be made in whether or not the child will be administered the medication.

When a parent states, "When required" on the medication form, justification will be written by the parent and the staff member on why the child will receive the medication

When the child is given medication and they refuse this, the child's parent will be phoned to seek advice on what to do next. Any further action will be based on the conversation with the parent. If a child spits the medication out again the parent will be phoned for advice and further action.

If in the event that a child is given too much medication or is given to the wrong child the child's parent will be immediately informed and also the NHS 24 will be called to seek advice.

Staff will be trained appropriately in First Aid and administering Medication. Specialist training will be given when necessary.

**PARENTS PLEASE ENSURE YOU CAN BE EASILY CONTACTED IN CASE OF AN EMERGENCY**

### Storage of Medication

Medication will be stored in a locked cupboard or locked container, which is out of reach for children and below 25 °C

Every child's medication will be stored separately on a tray or container with the child's own name clearly marked

If the medication requires being stored in a fridge it will be stored in a box with a lid. The fridge will be locked

All spoons, syringes, spacers for inhalers etc will be labelled and cleaned appropriately.