



## Administration of Medication Policy

1.	<b>Introduction</b> <p>At Loughborough Nursery we will only administered medication that is prescribed by a Doctor. In certain circumstances we may apply non-prescribed medication such sun cream and nappy cream. At this time, we do not administer Calpol at The Nursery.</p> <p>This policy aims to minimise the risks of children receiving medication whilst in the care of the Loughborough Nursery.</p>
2.	<b>Prescribed Medication</b>
2.a	We can only give medication to a child that has been prescribed by a Doctor. The medication must be in its original container showing the pharmacy label with all details corresponding to the child it is for. The medication must also be in date. The child must have been on the medication for at least 24 hours before it can be administered at The Nursery. (All medication will be administered by a qualified member of staff who is level 3 or above).
2.b	Parents/guardians will be asked to give all of the relevant details which will be recorded on a medication consent form. This form will be completed by a level 3 or above qualified staff member. Parents/guardians must sign the medication consent form before leaving the setting. <b>Medication cannot be given if the form is not signed.</b>
2.c	Administration of the medicine will always be witnessed by a second level 3 or above qualified member of staff. All procedures carried out such as the date, time, dosage and name of medication are to be recorded on the medication consent form. This form will be signed by the staff member that administer the medication and by the staff member that witnessed it. The medication consent form must also be signed by the person collecting the child at the end of their session.
2.d	All medication is to be stored in a secure, locked cupboard or in a fridge that is not assessable to children. We ask that all parents give any medication to a member of the staff team upon arrival to the setting, this includes non-prescribed medication such nappy cream. <b>Under no circumstances should any medication be left in a child's bag.</b>
3.	<b>Long term medication</b>
3.a	If long term medication needs to be administered it is important that any changes to the medication or dosage are reported to a member of the staff team as soon as it occurs. This information needs to be clearly recorded on a medication consent form.



<b>3.b</b>	If the medication is to be provided on an 'as and when needed basis' then The Nursery must be given clear guidelines stating the symptoms that may appear when the medication will be required.
<b>3.c</b>	Staff members will check that there is a sufficient supply of all long term medication and will inform parents when the medication needs replenishing.
<b>4.</b>	<b>Non - Prescription Medication</b>
<b>4.a</b>	Loughborough Nursery is able to administer nappy cream, sun cream with prior written consent.
<b>4.b</b>	Loughborough Nursery will provide one brand of sun cream. If a child is unable to have the brand of sun cream The Nursery provides, then this must be provided by their parents/guardians. Nappy cream must be provided by parents/guardians and must be clearly labelled and not past the expiry date.
<b>5.</b>	In the unlikely event that a child's medication is missed, parents will be contacted to discuss appropriate action.
<b>6.</b>	If there are any concerns regarding medication these should be discussed with a member of the management team.
<b>7.</b>	Loughborough Nursery reserves the right to refuse to administer medication

This policy was created by: Miss C Brindley

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