



Medicine Policy

September 2016

To be reviewed September 2020

‘The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill’.

(Statutory Framework for the EYFS)

Procedures

- Children who are clearly unwell should not attend Abercromby Nursery School.

When administering prescribed medication we follow a few simple steps to ensure that we use the appropriate measures when dealing with ill children.

- All medication is to be given to the one of the adults in the child’s room. All medicines given should be prescribed by the child’s doctor, dentist, nurse or pharmacist.
- The prescribed amount should be printed on the container or packaging.
- The medicine should be for the present illness.
- Strict attention should be paid to the expiry date and a medication form should be completed by the parent/carer prior to administration.
- If a parent/carer has given their child medicine prior to coming to nursery they must inform the Key Staff in the child’s room. This information should then be recorded on the child’s medication record.
- If a parent/carer requires the Nursery School to give their child medicine during the day they should inform a Key staff member in the child’s room. A medication form should be completed and signed by the parent/carer.
- Medicines should be kept inside the first aid cupboard, in a locked room with the exception to antibiotics which may need to be stored in the staff fridge.
- If a child has unexpected reaction to medication, medical advice must be sought and the parent/carer informed. Should the symptoms be of a serious nature or appear to be developing to the extent that staff are concerned, the child should go to hospital immediately. All medicines should be administered by a Key staff member in the child’s room and witnessed by another staff member. The Key staff member should check medicine for child’s name, D.O.B, expiry date, medication name before administering and reason for medication.
- The Key staff member must complete the relevant parts of the medication form ensuring the witness has also signed.
- The parent/carer should be shown the medication form at the end of the day and asked to countersign.

- If a child has asthma staff, parents, carers must adhere to the guidelines identified in the Asthma Policy.
- Creams, lotions etc will be applied only if clearly identified on the child's Confidential records of admission form / application form and parent /carer has filled in consent form and is prescribed by a GP.
- Children who are taking medication on a regular basis/in an emergency should have this information clearly defined on their confidential records of admission form/application form. This should be reviewed by the Office/Class team on a regular basis, and documented on the child's confidential records of admission form even if there is no change.
- A record will be kept at all times of all medication that is held on the premises for audit and safety purposes.

Procedures for Staff on medication

- If a staff member is on medication this should be stored in the medicine fridge or in the staff member's locker away from classrooms.
- If the staff member needs quick access to their medication such as inhalers it should be kept in a locked cupboard out of reach of the children.
- Any member of staff, volunteer or student taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability of look after children. They should discuss this immediately with the leadership team who will seek advice and support for them.