



## **MEDICINE POLICY**

### **AIM OF POLICY:**

It is a legal requirement that the nursery will only administer medication with the parent's written consent. A record is kept of all medicine administered on our premises.

**Medicine will only be administered with prior written consent from the parents when there is a health reason to do so.**

The container must be clearly labelled in the original packaging with the child's name and dosage instructions.

The medication must be handed personally to a member of staff. All medicine needs to be signed in on the child's medicine sheet by the staff member and the parent. That member of staff then informs the team and writes the details on the notice board.

Medication will be stored in a medication cupboard out of reach of the children or in the refrigerator as required.

**Parents should not leave medication in your child's bag or within reach of the children. It is the parent's responsibility to any medicine to the staff.**

When a member of staff administers the medication according to the prescribed dose/age appropriate on the label or as prescribed by the GP, they will sign against the entry in the medicine book and ask another member of staff who has observed the administration to countersign the entry. If parents sign in over and above the recommended dose, Curious Explorers Ltd will not administer over and above the 'label'.

Curious Explorers Ltd cannot be held responsible for any allergic reactions resulting from administration of medicine. It is advised that any medication should be prescribed by a GP before being used at the nursery.

When the medication is collected by the parent, they will again be asked to sign the medicine book to acknowledge that the medication has been administered (or not as the case may be) and to ascertain the times the medicine was given.

Some life-threatening conditions may require immediate attention. Medicines for this purpose will only be held when parents and nursery have written up an individual care plan for the child concerned for the nursery, with the nursery and parents working in partnership. The care plan should include instructions to follow, an incident form to complete and any contact numbers to enable the nursery to speak to the



parents. These conditions include acute allergies to stings/nuts, major seizures and diabetic hypoglycemia. Should training be required for a particular illness, once consent has been gained from the parents, staff members will then receive the relevant training so that they are fully aware of any signs and symptoms of the child's illness. As per OFSTED guidelines a child may be asked to refrain from attending Nursery until full training has been given to staff.

Staff must disclose all medication, its side effects and how this could affect their role for all medication, long term, and short term.

LINKED POLICIES:

- 1) Illness policy
- 2) Health and safety policy

The Nursery management will be responsible for implementing, monitoring and reviewing this policy.