

Medicine Policy

January 2018

Bidborough Village Nursery School meets the safeguarding and welfare requirements set out in the Early Years Foundation Stage. We promote the good health of children attending the setting. We 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.

- Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) **must only be administered to a child where written permission** for that particular medicine has been obtained from the child's parent and/or carer.
- The parent/guardian **must** fill in a medical form for the child, when they start in the setting. They must give details of any ongoing medical condition, dietary requirements or allergies.
- **Where medication is being given to children for the first time by staff, either long or short term, it is a requirement that the parent/carer gives the child the first initial dose whilst at home in case of an adverse reaction to the medication**
- All medication given and dosage level will be witnessed by a second member of staff and this will be recorded and signed.
- We keep a record of written parental permission to seek emergency medical advice or treatment for their child.
- Prescribed medicines must be in their original container and clearly labelled with the child's name, name of the medicine and the dosage. This must not replace the pharmacist's label. Furthermore, Calpol must be prescribed by a GP. Medicines containing aspirin will only be given if prescribed by a doctor
- If administration of prescription medicine requires technical/medical knowledge then individual training is provided for staff from a qualified health professional and training is specific to the child concerned.
- A general consent, which does not refer to specific medication, will not be acceptable.
- The form must be signed by the parent/Carer, when the child is collected to acknowledge that the medicine has been given.
- If a child becomes ill at the setting a quiet area will be made and the parent informed to collect their child as soon as they can. A member of staff will stay with/watch out for the child until someone arrives.

Long Term Medical Conditions

For children with long term medical conditions requiring ongoing medication, medical treatment or a special diet such as food allergies, epilepsy, asthma, diabetes, a care plan will be drawn up with the parent/carers and health professionals where appropriate. The care plan should include:-

- The name of the child
- Details of the condition
- Special requirements e.g. dietary needs

- Medication needs and any possible side effects of medication
- The name of the medication and prescribed dosage
- What constitutes an emergency
- What to do in an emergency and who to contact
- The role of staff members.

The care plan must be agreed and signed by the parent/carer. Care plans and medical records will be kept secure in accordance with the Data Protection Act 1998. However they must be known to and readily accessible to all staff caring for the child.

Storage of Medicines

Medicines must be kept in a secure place away from children i.e. in a locked box reserved for the purpose. Medicines that need to be kept in the fridge must be kept inside a labelled plastic container. Staff are required to keep any personal medication they carry in a secure place which is inaccessible to the children, such as their personal lockers. **Under no circumstances should medication be taken into parts of the nursery where children are present.**