



Administering Medicine Policy

We will give your child prescribed medication but only if you have signed a parental permission form for us to do so and discussed the requirements with your child's key person which will be documented and followed. A permission form will be required for each prescribed medicine when it is given by the doctor.

Short-term and one-off illnesses requiring medication

If your child is showing symptoms of being unwell then we ask that they do not attend for the first 24 hours on antibiotics. Please call us to discuss whether your child should attend on receipt of the prescriptive medication. In addition, in some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

If your child has a temperature of 38 degrees or above please refer to our Sick Child Policy.

Long term conditions requiring medication

For children who may require ongoing medication we will work with you to ensure that their needs are met whilst they are with us. We may need to do a risk assessment and/or an individual health plan to ensure we understand their needs and any risk factors that could be a cause for concern, this will be done in conjunction with the child's key person, the parents and any relevant professionals. Staff may also need additional training to administer some forms of medication.

If your child has a self-held medication please obtain an additional one for us to be kept at our setting. Older children can easily forget to bring home an inhaler. If your child has acute allergies and carries/needs an epi-pen, please discuss the matter with us. We may need additional training to administer these forms of medication.

We ensure that all children's medical needs, including allergies, are displayed for all staff to see and understand.

Guidelines for administering prescribed medicine

- Your child must be well enough to attend on the days medicine is required.
- No medication will be given without providing the name of the medication and strength, who prescribed it, dosage, how it should be stored and its expiry date, any possible side effects and the signature and date from the parent.
- It is vital that you inform us of any medication you may have given your child before they arrive into our care. We need to know what medicine they have had, the dose and time given.
- All medicines have to be prescribed by a doctor.
- All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturer's guidelines on it and details from the Doctor/pharmacy.
- We will ensure that all medication given to us will be stored safely out of reach of children in our cupboard and according to its instructions and we will regularly check that it is still within its expiry date.
- Medication will be given by the key person and another member of staff will witness.
- We will record all medication administered in our medication folder including the dose given, by whom, the date and time and we will request a parent signature at the end of each day.
- If we are going on an outing on the day your child requires medication then we will discuss this with you beforehand and unless there is a reason the medication can't be taken away from the setting then we would

take and administer the medicine whilst out as well as carrying the permission form and any other documentation relating to the medication. The medication would be safely and securely stored whilst on the trip and away from all of the children.

If you have any concerns regarding medication please do not hesitate to discuss them with us.

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