



Medicine Policy

Reviewed date: January 2024

Bidborough Village Nursery School adheres to the safeguarding and welfare requirements outlined in the Early Years Foundation Stage. We are committed to promoting the health of children attending our setting. Our procedures for responding to ill or infectious children are designed in consultation with parents and/or carers to prevent the spread of infection and take appropriate action if children become ill.

Administration of Medicines

- Medicines (including prescription and non-prescription) must only be administered to a child with written permission from the child's parent and/or carer specifically for that medicine.
- Only medicines prescribed by a doctor, dentist, nurse, or pharmacist are permitted, except in cases where aspirin is prescribed by a doctor.
- Parents/guardians are required to complete a medical form detailing any ongoing medical conditions, dietary requirements, or allergies when their child joins the setting.
- Before staff administer medication for the first time (either long-term or short-term), parents/carers must administer the initial dose at home to monitor for any adverse reactions.
- All medication administration and dosage levels must be witnessed by a second staff member, recorded, and signed to ensure accuracy.
- A record of written parental permission to seek emergency medical advice or treatment is maintained for each child.

Specific Requirements

- Prescribed medicines must be in their original container, clearly labelled with the child's name, name of the medicine, and dosage instructions. This must complement, not replace, the pharmacist's label. Notably, medicines like Calpol must be prescribed by a GP.
- Administration of prescription medicine requiring technical/medical knowledge mandates staff training from a qualified health professional, tailored to the specific needs of the child.
- General consent forms that do not specify the medication are not acceptable.
- Parents/Carers must sign a form upon collection of their child to acknowledge that the medicine has been administered.

Illness at the Setting

- If a child becomes ill, a quiet area will be designated for them, and parents will be informed to collect their child as soon as possible. A staff member will remain with the child until pickup.

Long Term Medical Conditions

- For children with long-term medical conditions, a detailed care plan will be established in collaboration with parents/carers and health professionals, as appropriate. The care plan will cover the child's name, condition details, special requirements (e.g., dietary needs), medication needs, emergency procedures, and staff roles.
- Care plans and medical records are securely stored in compliance with the Data Protection Act 1998 but are accessible to staff responsible for the child's care.

Storage of Medicines

- Medicines must be stored securely, away from children, in a locked box designated for this purpose. Medicines requiring refrigeration must be stored in a labelled plastic container within the fridge. Staff personal medication must be stored securely, out of children's reach, such as in personal lockers, ensuring it is never brought into areas where children are present.