

## **Medication**

Nursery staff can only administer medication prescribed by a doctor, dentist, nurse or pharmacist this includes Calpol.

Non- prescription medication e.g. pain and fever relief or teething gel may be administered, but only with prior written consent of the parent and only when there is a health reason to do so.

Calpol can only be given for three consecutive days unless accompanied by a doctor's letter.

Medication should never be left in the children's bags but must always be handed over to a member of staff with clear instructions of when and how it is to be administered.

Medication is stored in the milk kitchen within the baby unit and in the bathroom for the children within Camelot and Merlin, in a locked medicine cabinet, Parents need to complete and sign a medication request form informing the staff of the time, reason, and dosage and contact telephone number on each occasion.

All medications will be administered by a senior member of nursery staff and witnessed by another member of staff to ensure that the correct dose is given. Staff will telephone the parent/carer before administering any form of medication to a child and complete a medication form upon administering the medication. Parents will sign the acknowledgement when collecting their child. Staff must ensure all expiry dates are correct and have not elapsed and it is relevant for the named child.

The medication is then counter-checked by another member of staff, before it is administered.

Medication forms are stored in a locked filing cabinet within the staff room and can only be signed out by a team leader. These are also signed back in on completion by the manager or deputy of the nursery.

Wherever possible, parents will be encouraged to administer medication to their own child.

The nursery will endeavor to follow the parents/carers instructions, but reserve the right to refuse a request to administer medicines whilst a child is in our care.

Updated 1<sup>st</sup> October 2008