

HARPOLE DAY NURSERY

Administering medicines policy

Statement of intent

This nursery intends to work alongside parents in administering medicines to children.

Aim

We aim to promote the good health of the children and take necessary steps to administer medicines in accordance with parents' wishes.

Methods

- Before a child starts to attend the nursery, we find out from parents their medicinal needs and general state of health.
- We record information about each child's health needs in her/his registration record and parents sign the record to signify that it is correct.
- Ongoing medical consent forms are reviewed with parents on a monthly basis.
- On a regular basis we consult with parents to ensure that our records of their children's medical needs - including any allergies - are up-to-date. Parents sign the up-dated medical record to signify that it is correct.
- Short-term illnesses and medical conditions needing treatment are recorded on a Medical Consent form with details of the medicine which needs to be administered, including its expiry date, and when it was last administered by the parent or carer. This form applies to prescribed medicines as well as over-the-counter treatments such as Calpol, teething gel, eczema cream etc. The time that the medicine was given and at nursery is then recorded and counter signed by a second member of staff.
- Medicines, including inhalers, are kept away from children in the office, where they are easily accessible to staff in an emergency.
- We do not administer any medicines without parental consent.
- A child will never be given medicine containing aspirin unless it has been prescribed for that child by a doctor.
- Only qualified staff administer medicines, witnessed by another member of staff.

Signed on behalf of the nursery

Date