

Medication Policy

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and keeping this information up-to-date.

Medicines must not usually be administered unless they have been prescribed for a child by a Doctor, Dentist, Nurse or Pharmacist.

EYFS April 2017

A folder is kept to record any medicines given.

Medication will only be administered if it has been prescribed by a Doctor, Dentist, Nurse or Pharmacist. The Medication must be in its original container/packaging, accurately showing the child's name, address, date prescribed and dosage.

We ask that parents keep their child off from the setting 24 hours after being prescribed new medication in case of an allergic reaction.

We will not administer non-prescribed medication i.e. Calpol, unless in an emergency situation.

Parents must complete a medicine form for when their child needs to be given the medication; clearly stating the exact dose, time that the medication is to be given, and the time they had the last dose.

All medicines are stored out of reach of children in the kitchen or within the fridge on a top shelf. We follow the storage guidance on the medication.

The authorised adult (Sarah Bailey-Gough) will administer the medication, completing and signing the section on the form, with time given. A copy of the form is given to the parent at the end of the session so they can see dosages and times given.

In extreme circumstances, it may be in a child's best interest to administer pain relief. We will contact the parent to give consent or if a medical professional instructs us if involved. A signature will be obtained on a completed medicine form, on collection of the child by the parent or authorised adult.

The premises have a fully equipped first aid box; on the child's admission written parental consent to administer emergency first aid is obtained.

Written permission is required for treatment of long-term illnesses. It may be necessary to draw up a health care plan. Training will be provided for members of staff where the administration of medicine requires training or technical information. The training

may be given by the child's parent/carer, Doctor or other suitable professional and kept up to date with any changes made.

Staff Medication

Any staff medication will be secured out of reach of the children. Staff will inform Sarah if they are taking any medication which may impair their ability to work. Staff sign in daily and notify of any concerns or changes to their health.

We will make the decision to inform Ofsted should medication we take impact on our duties and care of the children.

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