

Senior nursery staff can give pre-scribed medication only.

The medicine must have been prescribed by the child's General Practitioner/Consultant/Dentist/ Pharmacist.

Written consent to administer the medication must be obtained from the parents who will be required to complete a medicine consent form providing the following information:

- (a) the child's name.
- (b) type of drug/medicine administered.
- (c) dosage and frequency, (we will not make any changes to dosage on parental instruction).

The medical consent form will record all occasions that the medicine is administered including:

- (d) name and signature of person administering the drug/medicine.
- (e) name and signature of witness.
- (f) date and time and dosage administered.

On collection of the child the parent will be required to acknowledge the times and dosage of when the medicine has been given by signing the medical consent form.

Medicines will be kept as indicated on the original dispensed label and accessed only by authorised persons.

We can only accept prescribed medicines that are:

- (a) In-date.
- (b) Labelled with an original dispensing label, which must include the child's name and provided in the original container as dispensed by a pharmacist.
- (c) Include instructions for administration/dosage and storage.

It is the nursery policy to encourage parents wherever possible to return to the nursery to administer any required medication.

Non-Prescribed Medication

Non-prescribed medication will not usually be administered. Medication includes any product that includes a maximum dosage or maximum amounts of application, including creams, teething gels or crystals. If a parent feels their child may need non-prescribed medication during their time at nursery, they can arrange with the Manager to visit the nursery at a specified time and administer the medication to their child. Careful consideration will be given to the fitness of the child to attend the nursery. **The Manager's decision on accepting the child will be final.**

Parents must ensure that they are always contactable during their child's day at nursery in the event of an emergency or their child becomes unwell. If parents cannot be contacted the Manager will try to contact other emergency contacts as listed on the individual child's

registration documents. If no contact can be made and the child's health is deteriorating, it may be necessary to contact the child's GP or call an ambulance. We will continue to try and contact the parents at regular intervals.

Only under the following exceptional circumstances will the nursery consider administering *non-prescribed* medicines:

1. The nursery is instructed to do so during a phone call to the emergency services. (the nursery retains a small quantity of CALPOL for this purpose only)

On no occasion will the nursery staff administer any *non-prescribed* medication containing Aspirin to a child.

Individual Healthcare Plans

When a child has a long-term medical condition where occasional, regular or emergency medication is required such as epipens, hypodermic injections, or tube administered medication, an individual care action plan will ensure that our nursery effectively supports that child and the administration of the medication. It will provide clarity about what needs to be done, when and by whom. It will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention is needed, and it is likely to be helpful in the majority of other cases, especially where medical conditions are long-term.

The individual care action plan will be supported by the following information:

- (a) A letter from the child's General Practitioner or consultant stating:
 - (i) what the child's condition is and the name of the medicine prescribed to control the condition.
 - (ii) how and when the medicine is to be administered.
 - (iii) what specialist training of personnel is required to recognise the symptoms of the condition and administration of the medication, if any.
 - (iv) a record of the training carried out.
 - (iv) any other relevant information/ side effects or reactions expected.
- (b) A letter from the child's parent/guardian providing specific consent for the nursery to administer the medication.

If the condition develops while the child has been attending nursery it may be necessary to suspend the child's attendance until the nursery can fulfil all the requirements specified by the general practitioner or consultant.