



MEDICATION POLICY **AND GUIDELINES FOR MEDICATION ADMINISTRATION**

INTRODUCTION

Although it is generally desirable for parents to administer medication to children outside of the Nursery, conditions may exist which require a child to receive medication during the Nursery day. A simple tracking system should be in place so that all information regarding medication in the Nursery can be checked. All medication should be prescribed by a Doctor and be labelled with the child's name, the medication name, date, frequency of administration and dosage required. Medication should also be brought to the Nursery in its original packaging. Medication Consent forms should be completed daily by the parent or guardian and the member of staff who will be administering it. The reason for the administration of the medicine will also be noted. All medication should be kept in a secure place away from children and signed in and out of the nursery. A qualified Nursery Nurse or the Manager, in accordance with the administrative procedures shall only administer such medication.

ADMINISTRATIVE PROCEDURES

When dispensing medication, staff should:

- wash hands
- if possible take the child away to a quiet area of the room
- a witness should be present during the whole process
- read label on bottle and compare with details on the Medication Consent Form
- dispense the medicine on a clean spoon or syringe
- after giving medication, the consent form should be signed by both the administrator and the witness
- the time should be recorded and initialled
- the medicine should then be put away securely
- A member of staff will discuss medication administered with the parent at pick up time, and the parent will sign the consent form again

The parent or guardian will be responsible for removing any unused medication

EMERGENCY CALPOL

Children's temperatures can rise and fall very quickly because the temperature control in their brain is not fully developed. They can also suffer from convulsions caused by this sudden change in temperature. Occasionally, a child's temperature will suddenly rise above normal body temperature of between 36°C and 36.8°C.

All children should have a Calpol consent form in their personal details file. In the event of a child having a temperature, the Manager will be informed. The child will be cooled down with a tepid sponge. If the child continues to have a high temperature, the parent/carer will be contacted to collect the child and permission sought to administer Calpol. The procedure for the administration of medication will be followed and an Emergency Calpol Consent Form will be completed. When the parent collects the child, they must also sign the Emergency Consent Form.

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