

Stepping Stones Childcare

Medication Policy

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

Prescription Medication

- Prescription medicine will only be given to the child named on the bottle for the dosage stated.
- Medicines must be in their original containers
- Those with parental responsibility of any child requiring prescription medication should show the bottle to a senior member of staff.
- Those with parental responsibility must give prior written consent for the administration of each and every medication. However we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the follow circumstances.
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication e.g. if the course of antibiotics changes, a new form will need to be completed.
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dosage unless a new form is completed.
 3. Parents/Carers should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- When the child is collect the parent/carer must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times on the medicine sheet.
- At the time of administering the medicine, a senior member of staff will check the name and dosage with another member of staff and will then ask the child to take the medicine or offer it in a manner acceptable to the child at the time prescribed and in the prescribed form.
- If a child refuses to take the medication then a note will be made on the medicine sheet
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription Medication

- Medicines must not usually be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. (medicines containing aspirin should only be given if prescribed by a doctor)
- In cases where a child develops a high temperature of 38+ degrees, parents should be contacted to get a verbal consent to give Calpol to the child. The parents will complete and sign the Medicine Chart on their arrival at nursery.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represent intrusive nursing, they will not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. If this causes a problem in providing appropriate care of the child, please consult Ofsted.

Storage

All medication for children must have the child's name clearly written on the original container and kept in cupboard in the kitchen area out of the reach of children. Antibiotics must be kept in the fridge.

Emergency medication such as inhalers and epipens, will be in the reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

This policy was adopted on	23.03.12
Signed on behalf of the nursery	<i>Susan Perkins</i>
Date disseminated to staff	23.03.12
Renewal date	23.03.2013

This policy was update on	08.10.14	
Signed on behalf of the nursery	<i>Susan Perkins</i>	
This policy was renewed on	22.04.16	To be renewed on 22.04.17
Signed on behalf of the nursery by	<i>Susan Perkins</i>	
This policy was renewed on 10.04.17	<i>Susan Perkins</i>	To be revised on 10.04.18
Revised on 08/01/2019		To be revised on 08.01.20

This policy was reviewed on	Signed by:-	Revision date
13/02/2020	<i>Susan Perkins</i>	13/02/2021
27/02/2021	<i>Susan Perkins</i>	27/02/2022
08/02/2022	<i>Susan Perkins</i>	08/02/2023