

# TEDDYBEARS NURSERY

## MEDICATION POLICY

Teddybear's understands the need to support individual children with medical requirements. We work together to support parents in meeting these requirements by administering prescribed medicines needed during the nursery day. Our view is that if a child is reliant on calpol, is not a prescribed medicine or a preventative, they are not well enough to be at nursery. (See our sickness policy)

### OBJECTIVES

- \*To store and administer prescribed medicines correctly and safely
- \*To keep accurate records of all medicines required and administered
- \*To ensure only necessary medicines are administered
- \*To meet the needs of individual children who require medication
- \*To guide, inform and support all staff and parents in the issues of children and medication

### IMPLEMENTATION

- \*Staff will only administer prescribed medicines by a doctor, dentist, nurse or pharmacist that have a label with the child's name and details of the dosage to be given.
- \*Medicines from a pharmacist must have clear dosage instructions and be appropriate to the child's age in order for staff to administer. It is also our policy not to administer any medication containing 'ASPRIN' unless prescribed by a doctor.
- \*Any medication will be administered by a qualified member of staff and witnessed by another staff member with both parties' signatures. This will be recorded in the medication sheets to ensure confidentiality.
- \*Staff will ensure the medication sheets are filled in when parents request medication to be administered. This should include the times to be given, date, dosage, Doctors name, and expiry date and parents and staff signatures.
- \*Staff will ensure all medicines are correctly stored according to directions i.e. refrigeration or in the first aid cupboard in the messy room.
- \*For ongoing treatments such as eczema or asthma parents must complete an ongoing consent form to be filed in the medication folder. Parents are responsible for informing Teddy Bears of any changes to dosage ect and asked to complete a new form annually, however these forms are checked regularly and their details confirmed with parents.
- \*Teddybears staff reserve the right to not to administer medication that they do not deem 'suitable' for any child i.e. if the prescription label does not correspond with the child's name.
- \*Teddybears staff will not routinely apply cream to open wounds and will strongly recommend that parents seek medical advice immediately to minimise the risk of infection.
- \*Teddy bears staff believe" a child reliant on Calpol should not be at nursery" (see sickness policy). Therefore Calpol will not be administered to a child unless they develop a high temperature. In this situation we will also attempt to communicate with parents to inform them.

SIGNED:

DATE:

REVIEWED: