

STORAGE AND ADMINISTRATION OF MEDICINES

- Regular medication prescribed by a doctor should be noted in the child's file and all staff should be made aware of the details.
- Parents must sign the permission form when registering their child to allow staff to administer medicine, Calpol or prescription drugs on their behalf. If this is not signed or permission has not been granted, then staff should not administer any form of medicine in any circumstances.
- When parents bring medicine to the nursery it should be clearly labelled with a prescription label from a doctor, nurse, dentist or pharmacist (except aspirin which can only be prescribed by a doctor and calpol/paracetamol which can be given without a prescription) the label should include their name, dosage and times to be given and be stored in the original container. This also includes medical creams for the use of Eczema and other skin conditions. It should then be stored strictly in accordance with the product instructions.

DO NOT LEAVE MEDICINES IN BAGS OR WITHIN CHILDREN'S REACH.

- Medicine should only be administered to a child by qualified staff who should check the instructions for use, age and amount to be given beforehand.
- Any medicine to be administered to a child should be logged in the medicine book including date to be given, reason for administering, dosage and times to be given , previous 24 hour medication history and countersigned by the parent/Guardian at arrival and collection time. It should also be written in the child's home book.
- Courses of regular, prescribed medication should be noted in the individual child folders. For children with long term medical needs, providers should ask parents about the medicine's that their child needs to take and provide details of any changes to the prescription of the support required. If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified Health Professional. Training should always be specific to the individual child concerned.
- All medicines must go home each day, to ensure the correct dosage is given at the correct times.
- The Manager should check the contents of the medicine cabinet once a week to assess the condition of the medicines and their expiry dates.
- Any left over medicines must be taken to the chemist for safe disposal.
- **Any person has the right to refuse any medication under the Human Rights Act**