

**ABC NURSERY POLICIES AND PROCEDURES****POLICY 13: Medication**

**13.1 Aims:** The aim of the nursery is to administer medication as required and stated by the parent. However, for the protection and duty of care to our other children and staff will not allow children who may be infectious to others to attend nursery especially if this infection carries an exclusion period or is a notifiable disease.

For the well-being and happiness of the children we do not encourage parents to allow their child to attend nursery if they are not well and are very unhappy and showing signs of distress. However, we understand the stresses on working parents and the problems and difficulties that may occur if they have to leave work to collect their poorly child. Therefore, we will liaise with parents and find the best solution to the situation and realise, especially in a teaching job that the parent may not be able to collect their child immediately and may well have to find cover staff before they can leave their classes. Parents may be coming from a distance to collect their child and if there may be a time before they can collect their child we will make them as comfortable as possible and if we feel that they may be infectious will isolate them from other children in the nursery.

**13.2 Procedures:**

**13.21 Please note that there is a 48 hour exclusion period if your child is prescribed antibiotics.** However, in exceptional cases this policy can be over-written where the child is well enough to come back to nursery and the child's doctor can confirm in writing that the illness is not infectious and transmissible to other children.

13.22 The only medicines that the nursery will administer to children are prescribed medicines with the exception of Calpol (please see statement 13.25 below).

13.23 If the parent requires the nursery to give a prescribed medicine then this must be recorded on a medicine form. The parent must sign this beforehand to inform the nursery of the dosage and time required to administer the medicine. After the administration of the medicine by one of the management team the medicine form must be completed. This must be witnessed and signed by another staff member.

**13.24 Non-prescribed eye drops / creams/ cough medicines.**

Please note that, as above, these cannot be given to your child unless prescribed by your child's doctor.

**13.25 Calpol:** For the policy and procedure for the administering of Calpol please see Details included in the Illness, Exclusion and Medication Policy.

13.26 For staff taking responsibility for the administering of medicines or such medication e.g. EpiPen then they must undertake training to ensure that they are confident in administering these. They need to sign a form to state that they agree to give the medicines and EpiPens.

13.27 As stated above the giving of medicines **MUST** be witnessed by another member of staff who **MUST** also sign the medicine form.

13.28 In the event a child attending the nursery has an ongoing medical need, the setting will seek advice from relevant healthcare professionals as how to care for this child

in the best possible way. Staff will undertake training courses where required to administer medicines and specialist care to this child.

**Please refer to the Illness, Exclusion and Medication Policy No 2 for further details.**

