

# **Petite Ambassadors Day Nursery**

Future Leaders-Respect, Empathy and Excellence.



## **Administration of Medication Policy**

EYFS: 3.4, 3.2, 3.1, 3.4, 3.44, 3.45, 3.46, 3.9, 3.19, 3.21, 3.22

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## Administration of Medication Policy

At Petite Ambassadors Day Nursery we follow the guidelines below regarding medication. Please also refer to our sick child policy.

- Only prescribed medicine may be administered, it must be in date and prescribed to that child's current condition.
- Children taking prescribed medication must be well enough to attend nursery. As well as being well enough to attend nursery the child must have been taking the medication for at least 48 hours or have taken the medication before to ensure there is no allergic reactions.
- As a setting we adhere to the Early Years Foundation Stage, Safeguarding and Welfare requirements 2014 and we have agreed that no un-prescribed medication will be given to children. If your child has a health reason to need medication such as Paracetamol or Calpol a GP or nurse should be able to prescribe this.
- No medication containing aspirin will be given to any child attending this setting, unless it has been prescribed by a Health professional
- If the administration of prescribed medication requires medical or technical knowledge, tailored training is provided for at least 2 relevant members of staff by a health professional prior to the child attending the setting.
- Medication is stored in the kitchen inaccessible to children in its original container in accordance with product and prescriber's instructions. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, nurse or dentist, the dose and times, or how and when the medication is to be administered.
- Parents give written permission prior to medication being administered. A complete medication form must be filled out by staff and signed by parents on collection.
- If a child has an Eppipen or Annapen, we will require training from a medical professional linked to that individual child before we are able to care for the child.
- The sickness policy is discussed with parents and can be found in the Policies and Procedures folder. This Policy is also included in our induction pack
- Parents are notified of head lice cases and infectious diseases
- Children and families are not excluded because of HIV
- If a practitioner at this setting is taking medication which they believe may affect their ability to care for children, they should inform the manager and only work directly with children after seeking medical advice and a thorough risk assessment being carried out. The provider will require evidence of this before the practitioner is able to work directly with children.
- All staff medication whether prescribed or un-prescribed will be securely stored and out of the reach of children in the kitchen.
- Good hygiene concerning cleaning of spilled bodily fluids is carried out at all times
- Ofsted and the Health Protection Agency are notified of any infectious disease that a qualified medical person considers notifiable.

We will ask our parents to update medical details on their Childs registration forms throughout the year through newsletters and update information forms to ensure our records are current and correct.

Staff will be asked to update health questionnaires in supervisions and appraisals throughout the year to ensure records are current and correct.

<b>This policy was adopted on</b>	<b>Sign on behalf of the nursery</b>	<b>Date for review</b>
September 2019		September 2020