

Newbridge Day Nursery Administration of Medicine Policy

Statement of intent

To administer safely and under correct guidelines any medication.

Aim

That all staff have a clear understanding regarding the administration of medicines.

Methods

- All medication to have prior written permission from parent/carer
- Finding out when, how much and why a child has had medicine.
- The medicine form is to be signed by parent/carer also recording correct time, dosage and type of medication to be administered.
- On collection of the child the parent/carer will be asked to check medicine and sign to confirm when medicine was given
- Contact parent prior to giving emergency medication.
- Non-prescription medication. Check expiry date, check how long it has been opened by asking parent.
- To be stored in original containers, clearly labelled and inaccessible to children in accordance to guidelines i.e. fridge or box.

- All staff will have knowledge how to administer any hand held medication e.g. inhalers by either a parent or a qualified health professional. Training is specific to the individual child concerned.
- All children's individual emergency medication is available and known to all staff.
- All staff medication is stored safe in an area inaccessible to all children.
- All medication administered must be signed and countersigned by a second member of staff.
- Children with long term medical needs i.e. asthma, food allergies etc, will have a long term medical form in place, which will be reviewed by staff and parents regularly and when necessary.