

20 Medicine Policy

Staff can only administer medicine to children after written permission is given by the parents/carers. Parents should complete, sign and date a medicine form. If the medicine is required to be administered at a specific time then this should also be included.

Only senior members of staff can administer medicines – Manager and Deputy Manager.

When giving a child medicine:

- Always check the label on the bottle and the instructions.
If it is prescribed medicine check that it is for the child and follow the instructions exactly. Non-prescribed medicines should be labelled with the child's name.
- Shake the bottle before measuring the dose.
- If administering medicine to a baby, cradle them as if bottle-feeding, with his/her head tilted back. Put a bib on and have wet wipes handy.
- Use a 5ml medicine spoon to measure the dose; if using a dropper, measure the dose in a 5ml spoon then suck it up with the dropper.
- If tablets or capsules are prescribed, it is best to check with parents/carers the way that the child is use to taking the medicine.
- Check to see if medication needs to be stored in a refrigerator. If yes, the kitchen fridge should be used. If not medicines will be stored in the bottom drawer of office filing cabinet, which should always be locked.
- After staff has administered the medication they should make an entry of it on the medicine form along with their name, time, date and amount given.

NB: in line with new government guidelines after September 1st 2008 we will no longer be able to administer non-prescribed medication (e.g. calpol, cough medicines). Please refer to page 26 of the Statutory Framework for the EYFS.

Parents who require their children to have non-prescribed medication will need to visit the nursery and administer the medication themselves.