



3.1 Administration of medication policy

Brockham Green Nursery agrees to administer medication as part of maintaining children's health and well-being or when they are recovering from an illness.

Procedure

- Parents are asked to fill in a medication form with details as to what the medication is, when it should be given and the dosage. The form is then signed by the parent and the Supervisor. The medicine is then stored correctly, this is the same for prescribed and non-prescribed medication.
- The Key worker and the Supervisor are responsible for the administration of the medicine. Once given, the Key worker or Supervisor fill in the medication form with the time, dosage and then initial to say the medicine has been given. The Supervisor or another member of staff will witness this and initial the form.
- When the child is collected from nursery, the parent will be informed that the medication has been given and asked to sign the medication form.
- Children taking medication must be well enough to attend nursery.
- All medication will be stored safely and out of children's reach in the refrigerator. The child's name and dosage must be clearly written on it.
- All staff have first aid training which is updated every 3 years.

Managing prescription medicine on trips and outings

If children are going on outings staff accompanying them must be informed about the children's needs and medication.

- Medication will be kept in a sealed box with the child's name and name of medication clearly written on it. The details of the medication will be on the signed consent form by the parent. Administration of medicine will be recorded on form signed and witnessed by the staff. On returning to nursery parents will be asked to sign the form.

Prior consent for emergency treatment

- In the case of a serious accident or illness occurring at nursery, the parent/carers will be contacted immediately, and appropriate action taken.

- Parents sign the Admissions form when their child starts at nursery giving the staff permission to take their child to hospital in the case of an emergency.
- Staff would call an ambulance, if necessary to take a child to hospital.

Useful resources and websites

Managing medicines DFES Publication 1448-2000

www.education.gov.uk

Health Protection Unit - www.hpa.gov.uk

OFSTED www.ofsted.gov.uk

Health and Safety Executive www.hse.gov.uk

Department of Health www.dh.gov.uk telephone no: 0300 790 4007

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