



MEDICINES POLICY

The purpose of this policy is to identify how York Childcare (YC) will obtain information about a child's need for medicines and sets out procedures for administering them.

This policy follows the Statutory framework for the early years foundation stage (EYFS Sections 3.44 to 3.46)

If children have been prescribed medication, they are not permitted to attend nursery until 24 hours after the commencement of medicine (to ensure that the parent/carer can monitor the child for possible reactions and to ensure that the child is well enough to attend nursery), and only then at the discretion of the Room Manager/ Nursery Manager.

Prescribed medicines will only be administered by nursery staff on completion of a Medication Detail Form, which must be signed by the Parent/Carer before medicine can be given.

If a child's health deteriorates during the day, parents/carers will be contacted and asked to collect their child.

If a child has a medical condition that requires medication other than antibiotics (e.g. inhalers to relieve symptoms associated with asthma) please discuss this with your Nursery Manager.

Teething gel (provided by parents/carers) may be administered providing staff have prior written consent.

Please note that nursery staff are unable to administer paediatric pain relievers such as Calpol, unless prescribed by a doctor or a pharmacist as part of the treatment for a specific condition. We will make exception to this rule only if a child's temperature is dangerously high. In this situation you would be contacted to give verbal consent to a senior member of staff administering Calpol to your child to prevent a possible febrile convulsion.

Parents/carers must collect their child within one hour of Calpol being administered. It is the responsibility of the parent/carer to inform the nursery if any medication has been administered to the child before arriving at the setting.

PROCEDURE

When a parent/carer brings in medicine, staff must complete a Medication Detail Form and ask the parent/carer to sign it. The Medication Detail Form and any medication should be passed directly to the Room Manager.

- The Room Manager will have primary responsibility for the storage and administration of all medicines.
- Medicines should be refrigerated (if appropriate) or stored in the medicine cabinet OUT OF REACH OF CHILDREN
- Instruction on dosage and time of administration must be written on the Medication Detail Form. Only the **senior staff** will administer medicine, ensuring that the correct dosage is



given and that the medicine is in date. A witness should be present when the medicine is administered and is also required to countersign the Medication Detail Form.

- Prescribed medicines will be sent home at the end of the day, with parents/carers being given verbal confirmation of times and dosages.
- If the child is still at Nursery once the Room Manager has finished his/her shift, the remaining Nursery staff will be asked to pass on the relevant information to the parent/carer. Should the medicine be left at Nursery, a staff member will telephone the parents/carers and make arrangements for the medicine to be collected.

At the end of the day, the Medication Detail Form will be placed in the child's personal file.