



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 guidance set down by Ofsted (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, and only then at the discretion of the Team Leader/ 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 (eg 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 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 Calpol would be given to prevent a possible febrile convulsion whilst the parent/carers was being called to the nursery.

PROCEDURE

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

- The Team Leader 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 Team Leader has finished his/her shift, the remaining Nursery staff will be asked to pass on the relevant information to the parent/carers. Should



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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.