

MEDICINES

Before administering any medicines the following policy applies:

Only prescribed medicines by the doctor can be administered by the nursery other than teething gel, nappy cream and calpol.

If a child is suffering with a very high temperature;

Management Must be informed as soon as possible. Calpol can be administered as long as parents have previously completed a consent form. We will always try to contact you before calpol is given and this will only be administered by the Room leaders and crosschecked by a qualified staff member. A medicine form MUST then be completed along with an incident form monitoring temperature. Staff will also apply a cold flannel a help bring temperature down along with plenty of water to drink.

Ensure medicine forms have been completed and signed by parents stating medication, time of last administered dosage, before administering check the issue and used by date and obtain parent signatures everyday medication is administered

Complete medicine record sheet once medicines have been administered

Also display details of medication, times and doses on the notice board in the child's room

All staff must inform the nursery if they are taking any medication, either prescribed or un-prescribed by a doctor. If prescribed by a doctor the must ask the doctor if they are safe and suitable to work with children and if un-prescribed ask the pharmacist. This would include medication such as hay fever tablets, pain killers etc.

Store all medicines out of reach of children and in appropriate place