

ALTON COLLEGE NURSERY

ADMINISTRATION OF MEDICINE POLICY

Medicines are referred to as 'Prescribe' which is a medicine recommended by a Doctor, Dentist, Nurse or Pharmacist, or 'Prescription' is a medicine formally given through written instruction from a Doctor, Dentist or Nurse.

The Nursery will give both types of medicine as long as there is an accepted health reason to do so (ie teething gel, soothing creams etc.).

Children must be well enough to attend Nursery, if a child has a temperature they will be sent home and will be asked to stay away for 48 hours after the temperature has returned to normal in accordance with the Nursery's illness policy.

If a child requires eye drops/ointment the parent will be asked to come into Nursery to administer them, the staff at Nursery will not administer medicines to the eyes. If a child has a contagious eye infection they will be expected to stay away from Nursery until they are no longer contagious to protect other children and staff.

Written permission from the parent will be obtained before the administration of any medicines, using the Nursery's Medicine form. The Parent will also be asked to sign the form at the end of the day to verify they have been informed their child has had medication and at what time.

Any medication given is checked by two members of staff who will sign the medication form to verify this.

All medication will be kept in the locked medicine cabinet in the kitchen with the child's name clearly marked on the box and bottle/inhaler. If the medicine needs to be kept in the fridge it will be kept in the tall fridge on the top door shelf out of reach of all children.

The child's key worker (where possible) is responsible for administering the medication and ensuring the parent's sign the medication form.

Staff have been trained with an epipen, but in the event of a new child attending the Nursery who requires this, then we will seek up to date advice and instructions from the appropriate sources and refresh our administration training.

No medicines containing Aspirin will be given to any child at Nursery.

If a child requires calpol, they are not well enough to be in Nursery and parents will be asked to take child home.

Long term medication – A letter from the Doctor will be needed / prescription to show child's name. Parent will follow same procedure as administering one-off medications.

Reviewed:	May 2021
Reviewed	July 2022

