



## Medication and its Administration Policy

It is the policy of The Close Day Nursery School to administer medication as instructed by a child's parent/carer providing the relevant consent form has been completed. However it should be noted that it is not the policy of The Close Day Nursery School to accept children into the school if they have any form of infectious disease, we abide by the 'Guidance on Infection Control in School and Other Childcare Settings' document published by the Public Health England – displayed in the office.

Any medication to be administered must be recorded on the *Medical Consent Form*. This must be fully completed by the parent/carer and should state the correct medication to be given, the time it is to be given, the dosage to be given and the period over which the treatment should last for. It must be signed and dated. **If there is any medication prescribed by doctor/dentist we would not administer it unless we have seen the prescribed label on the bottle box, which clearly states child name / date of birth / dosage.**

The form should be kept in the register, and relevant staff made aware that it needs to be taken, and the medication given as directed. It must be witnessed and both members of staff must sign the medical consent form. At the end of the day the parent should be asked to re-sign the form so that they understand what medication was given and when. The medication to be used should be stored in a safe area away from any other child. The fridge in the kitchen may be used if necessary. The medication **MUST** be sent home with the child at the end of every session and should be labelled.

Once the period of treatment has ceased the form should be filed in the filing cabinet in the office. Periodically these slips will be reviewed and filed away for the recommended period of time which should not be less than 21 years.

There is a form of consent on the individual child's registration form (see extract below) that allows staff to authorise urgent, emergency, medical treatment in the event that parents/carers cannot be contacted.

Note: All staff are first aid trained.

From registration form

*"During the time that s/he attends The Close, we the parent/guardians of the above named child will permit representatives of The Close Day Nursery School to authorise urgent medical treatment if we cannot be contacted at such time of the treatment being required. This would include the administration of such emergency treatments such as "Piriton" for insect stings/bites and the use of hypoallergenic plasters if considered necessary. In the event of very hot and sunny weather we also give permission for staff to apply child appropriate sunscreen if not supplied by parents (sunscreen supplied by parents will always be used in the first instance".*