

ADMINISTRATION OF MEDICINE

1. Children who are unwell should not be sent to Nursery or the Wrap-Around Care services.
2. Staff would prefer not to administer medication during the sessions. It is preferable that medicines are given by the child's parent/carer before or after the session. A parent/carer may come in to give medication.
3. It is acknowledged that on occasion it may be necessary for staff to administer medicine to a child, for example, an inhaler or treatment for epilepsy.
4. If medication is to given by staff then the following procedure will be followed ;-
 - A parent/carer must complete and sign a Consent Form permitting staff to give medication to their child. Each completed Consent Form will contain all the necessary information for the safe administration of medication. All such forms will be retained by the Calthwaite Nursery.
 - Medication must be handed in to staff. It must be clearly labelled with the child's name, dosage and any instructions. All medication will be kept in a locked box, out of reach of the children.
 - All medication administered will be recorded in the Medication Book. Each entry will include the child's name, name of medication, dosage, date and time of administration. A member of staff will sign the Medication Book to conform that the medicine has been given.
 - At the end of the session the child's parent/carer will be asked to countersign the Medication Book. This will ensure that the parent/carer is aware that the medication has been given at a particular time, thereby reducing the risk of overdose.
 - Staff may only give medication that requires oral administration.