

Birdhurst Day Nursery - Administering Medication to a Child: Policy and Procedure

The EYFS states that '*prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurser or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)*' (EYFS 3.46 September 2021)

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that specific medicine has been obtained from the child's parent and/or carer (EYFS 3.47, September 2021)

The Nursery keeps Calpol. This is the only un-prescribed medication staff will administer to children with the prior consent of parents when a child's temperature is 38 degrees or above. Medication can only be administered by a member of staff who is a Trained Paediatric First Aider.

Children's medications are kept in a locked Medication Box in the Nursery Office on the ground floor and in the first-floor staff room. Some medications may need to be stored in the fridge.

Medication forms can be obtained from the office or from the child's key person.

The medication form will be completed by the parent, stating the time the medication is due and the dose (staff to check the bottle for the correct dosage).

The member of staff administering the medication to the child is responsible for recording the details in the medication book.

A written record of all medication administered will be kept. This will be signed by the parent on each occasion after the medication has been administered.

The completed form must be visible for all the staff caring for the child to see. All dosage of medication given to children must be recorded by the Paediatric First Aider in the medication book. This must be signed by the parent/carers when the child is collected.

If a child refuses to take medicine, staff will make every attempt to encourage them but cannot force them. In this instance the parent will be contacted immediately to inform them.

Two members of staff must always be present when medication is being given. The staff member who is witnessing must check the medication belongs to the child and that the correct dos

age has been taken from the bottle and sign the medication book.