**MEDICATION POLICY AND PROCEDURE**

At Amberley we encourage children to make healthy choices. We aim to protect children from harm or neglect and help them to stay safe.

**Prescribed Medications**

At Amberley we only administer prescribed medicines, with four exceptions (see non-prescribed medications). The following procedures will be adhered to:

* Medications will only ever be given to the person named on the chemist’s label.
* All medicine must be in its original container and have the chemists label attached.
* Written information and permission to administer will be obtained from the parent/carer with details of:
* If the medication is for a long or short term period of time
* The name of the medication (including the strength)
* Dosage
* Form
* Times the mediation is to be given
* If the medication is to be given as required which symptoms indicate a need for it
* The parent or carers signature
* Practitioners will check :
* The chemist label matches the information detailed by the parent or carer.
* The patient information leaflet has been supplied
* The expiry date of the medication.
* A separate form must be competed for each medication.
* Families must notify us immediately of any changes to a medication.
* Before administering medication practitioners will check the chemists label against the medication form and ensure they contain the same administration instructions.
* If there any discrepancies between the labels the parent or carer will be contacted and the medication will not be administered.
* The administering practitioner and a witness will sign the medication form and record the time the medicine was given.
* When the child is collected the adult who collects them will be informed of times the medication has been given and asked to sign the medication form.
* All medicines will be stored in the lockable medicines cupboard, which is in the baby room and out of children’s reach or, if they need to be refrigerated, in a labelled air-tight container in the kitchen fridge.
* No volunteers or students will administer medicine. Aside from an emergency situation, medicines will only be administered by section leaders, the deputy manager or manager. At forest school medicines will be administered by the forest school lead. At forest school there is no resources to keep medicine suitably refrigerated, therefore it may not be appropriate for children who require refrigerated medication to attend-this will be assessed on a case by case basis, with the child’s family. The safety of the child will always be of greatest importance.
* The patient Information leaflet is to be stored with the medicine, if a child becomes unwell then this leaflet can be checked for contraindications.
* Some forms of medication (e.g. injections) may require practitioners to undertake additional training before these medications are able to be administered at Amberley.

**Non-prescribed medications**

There are a few exceptions where we will administer non-prescribed items. These include:

* **Nappy creams** Parents or carers must provide written permission for us to administer nappy cream to their child and provide a container clearly labelled with the child’s name. This is included on the ‘All About Me’ form and will be discussed with parents/carers at their initial introductory session. (For children who already attend nursery we will ask their parent or carer to complete a permission slip and keep these in our medication file).
* **Teething products** Parents or carers must complete a medicine form as for prescribed medications. Teething products must be clearly labelled with the child’s name. Teething products which contain Calpol will not be administered at Amberley.
* **Epipens** Although epipens are prescribed, these may be used for a person they were not prescribed for during a life-threatening situation. Please refer to the Epipen policy for further information.
* **Paracetamol Medicine** An emergency nursery supply of fever relief will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date. If a child exhibits the symptoms for which consent has been given to give non-prescription medication during the day, we will make every attempt to contact the child`s parents. Where parents cannot be contacted then the nursery manager or deputy will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms e.g for an increase in temperature the nursery will remove clothing, use fanning. The child will be closely monitored until the parents collect the child. As part of the registration process, parents are given the option to complete a paracetamol consent form. Parents will be expected to collect their child if we have deemed it necessary to give the child paracetamol, as detailed on the consent form.

**Staff and medication**-Please refer to the Drugs and Alcohol Policy (including prescription and over the counter medicines).

Policy revised December 2018 Lisa Gray