

Administering medicines

Harvey Bears Nursery and Pre-school believe that the best place for sick children is at home. If they are well enough to return to nursery we will agree to administer prescribed medicine.

- Children taking prescribed medicine should be well enough to return to the setting.
- We administer medication prescribed by a medically qualified person if the parent/carer has signed consent. This is then kept in the correct place, checked it is labelled and in date and administered and witnessed by first aid trained staff.
- Non-prescription medication may be given where necessary, if the parent/carer has signed the relevant forms.
- We may administer Calpol if a child has a very high temperature as in danger of suffering a febrile convulsion.
- If necessary, we will ring a parent and ask for permission to administer calpol over the phone. The parent will then, on arrival, complete necessary paperwork.
- Any paperwork must contain;
 - 1) The full name and date of birth of the child.
 - 2) The name of the medication and the strength.
 - 3) Who prescribed it.
 - 4) The dosage and times to be given.
 - 5) The method of administration.
 - 6) The signature of the parent, the administrator and the observer.

If the prescribed medication requires medical knowledge i.e. an epipen, we obtain individual training for the staff by a medical professional.

No child may self-administer. Where children feel they need medication i.e. for asthma they must inform their keyworker or a member of the management team.

Storage of medicines

All medication is kept out of the reach of children. Any medication must have the name of the child clearly on it.

The medication must be handed back at the end of the day.

For some conditions, medication may be kept in a locked cupboard. The keyworker should always check that it is in date.

Children who have long term medical conditions requiring ongoing medication.

We carry out a risk assessment for each child with a long term medical condition, which is completed with the help of the parent.

For some conditions staff may require further training.

The risk assessment includes vigorous outdoor and physical activities.

An individual health care plan is completed, including strategies for an emergency.

This health plan is reviewed every six months.

Managing medicines on trips and Outings

On outings the key person will accompany the child with a risk assessment, or another member of staff who is fully informed of the child's needs.

Medication for the child is taken in a sealed container fully labelled. Inside the container is a copy of the child's contact details and the consent form.

On returning to the setting any administration of medication will be recorded and signed by the parent. If a child is admitted to hospital then the medication will be sent in a sealed labelled box, containing when it was last administered.