

# Medication Policy

Blackwell Montessori Nursery Ltd has strict guidelines that need to be followed when dealing with any kind of medication.

## Prescribed Medication

- Prescribed medication can only be given to the person named on the medication, only the stated dosage will be given.
- The parent or guardian of any child requiring medication must give prior written permission, fill in all appropriate forms correctly and sign them. All questions on the medication form must be answered, details of the times and dosage must be the same as prescribed by the doctor. A member of staff will check the form comparing it to the label on the medication and sign this form if all the details are correct.
- All prescribed medication must be provided in original container.
- The times and dosage of any medication given will be recorded and signed by the member of staff who administered it as well as another witness present.
- Parent and guardian must sign the medication form at the end of the session when picking up the child.
- When medication is administered a member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child as prescribed. (It is important to note that staff working with children are not legally obliged to administer medication).
- If the child refuses to take the medication then a note should be made on the form.
- Where medication is “essential” or may have side effects, discussions with the parent should take place to establish the appropriate response.
- Wherever possible ask parents to request that GPs prescribe the least number of doses per day.

## Non-prescribed Medication

- The nursery will administer non-prescribed medication for a period of three days. After this time medical attention should be sought.
- If a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication, parents should provide the medicine and Prescribed Medication procedure should be followed.
- For any non-prescribed creams such as Sudocreme, prior written permission must be obtained from the parent.
- If a child is brought into the nursery in a condition in which they may require medication, the parent should decide whether the child is fit to be left at nursery, parents must inform us of any medication that has already been given including the times and dosage. A member of staff may advise you to take the child home if they feel the child is unfit to be at nursery.

- As with any kind of medication, staff must ensure that the parent is informed of any medication given to the child whilst at nursery, together with times and dosage given. Appropriate forms must be filled in and signed.
- The nursery DOES NOT administer medication unless prior written consent is given for each and every medicine.

### Epipens and inhalers

We have separate policies for administering Epipens and inhalers.

### Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff. If this causes a problem in providing appropriate care of a child, please consult Ofsted and Early Years Advisors.

### Staff Medication

The first aid box for staff should be kept in readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by Health and Safety First aid regulations Act 1981, such as sterile dressings, bandages, eye pads, etc. No other medical items such as paracetamol should be kept in the First Aid box.

### Storage

All medication for children must have the child's name clearly written on the container and be kept out of the reach of children, but accessible to the staff during the times it needs to be administered.

Any medication requiring refrigeration must be kept in the nursery fridge that is inaccessible to children.

All medication should be in their original containers or they will not be given. All prescribed medication must have the pharmacist's details and notes attached to show the name, times and dosage and the date it was issued. This will all be checked along with the expiry dates before staff agrees to administer the medication.

We reserve the right to refuse admission of a child whose parent/carer does not comply with our medication policy.