

Health and Wellbeing

Medication Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3:45

'Providers must have and implement policy and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Training must be provided for staff where administration of medicine requires medical\technical knowledge.'

Purpose of the Policy

The purpose of the policy and procedure is to ensure where children require medication staff administer it safely with their parents permission.

We aim to:

- Administer prescription medication as specified by a doctor.
- Administer non prescription paracetamol as an emergency procedure
- Ensure staff who give medication receive specific training.

What you should do:

- Give your permission for Family Centre staff to administer medication.
- Complete a medication form detailing when and the amount of medication to be administered.
- Understand that non prescription medication will only be administered in an emergency situation with parental consent as described in the procedure below.
- Parents must notify Family Centre staff about any medical condition(s) and medicine(s) that their child may need.
- If the circumstances or detail of an existing condition changes or a new diagnosis or medication is given, parents/carers must provide details of the

changes to the Family Centre immediately so the implications can be assessed.

What we will do:

- Family Centre staff are not medically trained; therefore they will not offer advice regarding medication. Medical advice should be sought from a medical professional.
- Only administer medication as specified on the packaging i.e. the amount per dose and the period between doses.
- All medical information given by parents will be recorded and all staff, volunteers and students will be aware and kept up to date with children's individual needs.
- Store medication forms securely at all times.
- Staff will work closely with parents to ensure they have full and accurate details of any child with long term medical needs, and are fully informed of their condition.
- Staff will follow guidance in the **Including Me Toolkit**
- If the administration of medication requires technical/medical knowledge then individual training will be provided for staff from a qualified health professional. Training will be specific to the individual child concerned prior to the child attending nursery.
- Individual **Medical Care Plan** will be put in place before admission and these will be reviewed when changes occur or as a minimum yearly.
- If the Centre has to be evacuated in the event of an incident, fire or suspicious package, all medication must be taken out of the building with the children.

Medicine Storage

Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed and prescribed for the current condition, they should include prescriber's instructions for administration. Medication will be kept out of reach of children.