

Medicine policy

Any medicine issued to a child while in the nursery is recorded on the child's individual medicine form which is filled out every day medicine is needed.

However if the medicine is to treat a life threatening condition ie. Asthma then medicine can be given as and when needed which parents/guardians give permission when child starts the setting.

All medicine should be checked by a second member of staff to ensure the correct medicine is given, only staff members with a level 3 or above qualification can administrate any medicine.

Once the medicine is administrated the medicine form should be signed by the staff who gave the medicine and the time given.

The information of this will then be written in the child's diary and also passed on verbally to the parent/guardian. If they do not bring their daily diary it will be written on a separate sheet of paper for them to take home.

None prescription medicine can only be administered if it is for the relief of pain or fever.

I.E Calpol

Teething gel

The above need to be provided by the child's parents/guardians

Date: 2015

Review: 2016