



MEDICATION PRESCRIBED POLICY

This policy promotes the good health of the children in our care, in line with the Early Years Foundation Stage safeguarding and welfare requirements.

Children who are taking medication may attend the setting provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness and they are well enough to fully participate in nursery activities; this is at the manager's discretion.

We do not supply any type of medicines and will only administer medication supplied by the parent for their individual child, and which has been prescribed from a GP.

A parent/carer must give prior written permission on the relevant medicine form for each and every medicine before it can be administered; verbal permission will not be accepted.

Instructions and Storage

Medication must be in the original container in which it was dispensed, with legible instructions in English.

Medication must be within its expiry date; parents are responsible for the safe disposal of any expired medication.

We will only administer the dosage and frequency indicated on the instructions/prescription label.

Medication will be stored out of children's reach and strictly in accordance with the product instructions, either in the refrigerator in the kitchen or the medicine drawer in the office.

Short term medication will be sent home with the child daily and cannot be left overnight in the setting. Long term medication can be kept in the setting for as long as it is required.

Records

The relevant medicine form will be completed by the staff member each time medication is administered; a parent will be required to sign this on collection of the child. For ease of identification for staff, these will be on red paper.

Administering Medication

Medication will only be administered by the management team, or by the designated setting staff who have received the relevant technical/medical training.

If the administration of medication requires technical/medical knowledge e.g. insulin injections, suppositories etc, then individual training must be provided for staff from a qualified health professional which is to be arranged by the parent prior to the child attending; training must be specific to the individual child concerned. For Epipens, staff will be trained externally.

Prescription medication can only be given to that particular child; we cannot administer to any other child, including a sibling, any medication that is prescribed for another named child.

The setting will make every effort to support the parent/guardian with the administration of prescribed medication, and also to support their staff and minimise any situation that could



put them at risk, therefore Stepping Stones requests that where possible parents/carers return to the setting to administer their child's individual needs.

If a child refuses to take medicine, staff will make every attempt to encourage them but cannot force them. In this instance the parent will be contacted immediately to inform them.