

**SUNNY SKIES NURSERY**  
**OUR POLICY FOR ADMINISTERING MEDICINES (POL11) rev 08/17 [v.5]**

ONLY ESSENTIAL MEDICATION THAT HAS BEEN RECENTLY PRESCRIBED BY A DOCTOR, DENTIST, NURSE OR PHARMACIST CAN BE ADMINISTERED BY STAFF TO A CHILD IN THE NURSERY

- Children taking the prescribed medication must be well enough to attend Nursery
- Parents/Carers of children with long-term medical needs must provide sufficient information about the child's condition for the Nursery records, in order for the Nursery to provide the support required
- If technical/medical knowledge is required to administer certain medicines, individual training will be obtained from the relevant qualified health professional, and will be specific to individual children concerned
- Written permission is required from parents/carers for each and every medicine, before any medication is given. This will include the name of the medication, the dosage, date and time to be administered. The Team Member will check and sign the form to ensure all detail is completed
- Medication will only be administered according to the instructions on the medication label, and by suitably trained staff. All administrations will be checked and countersigned by another Team Member
- Medicines containing **aspirin** can only be given if **prescribed by a doctor**
- Written records will be kept of all medicines administered to children, and parents/carers will be required to sign to acknowledge that the medication has been administered and returned
- Medicines will be stored according to their instructions either in the locked medicine cabinet or in a labelled container on a high shelf or in a secure fridge.

**HELPING CHILDREN ACHIEVE MORE**

This policy forms part of our commitment to keeping children safe