



Medication will only be administered if prescribed by a doctor or if it has been given through the minor ailment scheme and the minor ailment card is shown to Happy Stars.

If children require antibiotics at nursery, they must have been taking them for 24 hours prior to attending Happy Stars.

If medication is required a medication form must be completed.

Practitioners will complete the medication form alongside the child's family.

Information to be checked

- The child's name is on the prescription label
- The dosage to be administered
- The date prescribed
- The length of time the medication is to be taken for
- The expiry dates
- Any section instructions
- Times medication needs to be given

The times the medication was administered and the person witnessing the medication being taken shall be recorded on the medication form. All completed medication forms must be filed in the medication record file once the child has finished their medication.

The greatest care will be taken to see these guidelines are followed and a signed record of all medication administered shall be made on the medication forms all medication given and will be witness by a second practitioner, their signature must also be recorded.

Medicines are to be stored in their original containers, clearly labelled with the child's name and stored in the allocated places.

If a child requires regular medication due to an ongoing medical need an ongoing medication form must be completed by the parent/carer, these are to be stored in the child's own personal file.

We will not administer any other types of un-prescribed medicines such as cough medicines.

Children will not be administered any medication containing aspirin.

Paracetamol Products

Paracetamol products will only be administered if there is a health reason to do so such as a high temperature (above 38.0). Every effort will be made to the child's family or a representative prior to paracetamol being administered. If a child's temperature reaches 39.0 we would recommend seeking medical advice. When administering infant paracetamol suspension, the advice on the packaging shall be followed. The medication being administered will be witnessed and a form shall be completed for the

parent /carer to sign on collection. The parent/ carer or other named person must be attempted to be contacted prior to medication being administered if this is not able consent must be sought from the child's consent form.

A child requiring regular doses of paracetamol to maintain a normal temperature (36.4-37.1) should not be in nursery and will be asked to be taken home.

If a child required paracetamol for teething, slight temperature ect, a medication form must be completed, however if a parent /guardian request that paracetamol is to be given every 4 hours the child should not be at nursery and will have to be taken home.

If we are informed a child has been administered paracetamol prior to attending their nursery session a paracetamol record should be completed by the child's family. This also needs to be recorded in the communication book and this information is also to be placed on our chronological log so we are able to monitor the situation.

Meeting individual medication needs

Training will be sought when a child required a prescribed medicine individual to their needs. This will be sought from a qualified health professional. It may be that we would suspend a child's place whilst training is taking place to ensure all practitioners feel confident to be able to meet the care needs of the individual child. A care plan will be required for all children requiring prescribed medication which needs specialist administration.

Advice will be gained from our insurance company to ensure we are liable or can make reasonable adjustments to our policy if required.

Cross reference

Medication form

Calpol form

Sickness policy

Chronological log

Reviewed

January 2011

January 2012 – staff medication, aspirin

April 2015

August 2016 – what staff will check for

February 2017- practitioners completing medication forms, paracetamol record, meeting individual needs, chronological log

January 2018



Calpol/Nurofen Medication form

Child's Name:.....

Date:

Time administered:.....

Name of medication:

Dosage:.....

Reason for medication:
.....
.....

Parent's contacted: Yes No

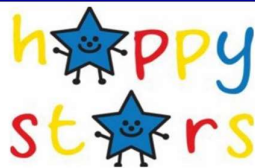
Time contacted.....

Medication administered by

Witnessed by

Parent/Carer signature:.....

**Child must be closely observed throughout the rest
of the session or until they are collected**



Record of Calpol/Nurofen

Child's Name:

Date of birth:

Date given	Time	Dosage	Relationship to child	reason

Recorded on chronology log: