Medicines

Prescribed medicines will be administered by parents where possible. When the setting is to administer medicines, the following procedures will be followed -

**Procedures**

* Medication may only be administered by a qualified member of staff, in the presence of a senior member of staff.
* If medication is prescribed by a doctor the child needs to have taken these from 48 hours before returning to ensure the child has no side effects
* If technical/medical knowledge is required to administer prescription medicines individual training must be provided from a qualified health professional or parent.
* All medication will be stored in its original container, clearly labelled, include prescriber’s instructions and is inaccessible to children.
* Medication will only be administered if it has been prescribed previously by a doctor, pharmacist, dentist or nurse. Medicines containing aspirin should only be given if prescribed by a doctor.
* A prior consent form must be completed and signed by parents for each and every medicine.
* When medication is administered records will be kept which include dosage, name of medication, time of administration, person administering.
* If the child refuses to take the appropriate medication, then a note will be made on the form • Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.
* Parent to sign the medication form when the child is collected.
* Information on children’s need for medication will be kept up to date.
* Where we need clarification on administering medication, we will check with our insurance company regarding our legal position.
* Any staff medication on the premises, will be securely stored at all times.
* Playgroup DOES NOT administer any medication unless prior written consent is given for each and every medicine.
* A playgroup supply of fever relief (e.g. Calpol) and allergy syrup (e.g. Piriteze) will be stored on site in case of an emergency e.g. Having to call NHS 111 line and then being advised to administer the medication. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
* Emergency medication, such as inhalers and Epi Pens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach.
* Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children, clearly labelled with the child’s name and dosage.

. Non-prescription medication

* For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name.