

### **Administering medicine policy**

*This policy relates to an effective management system which supports individual children with medical needs.*

*We will keep written records of all prescribed medicines administered to children and inform parents.*

*We will obtain prior written permission for each and every medicine, on each day that the medicine is to be administered before it is given.*

*Managers and classroom supervisors will ensure that there is sufficient information about the medical condition of any child with long term medical needs.*

*We will ask parents about the medicines that their child needs to take and provide details of any change to the prescription or support required. If the administration of prescription medicine requires technical/medical knowledge then individual training will be provided for staff from a qualified health professional. Training will be specific to the individual child concerned.*

*Medicines will only be taken when this is essential, and only those medicines which have been prescribed by a doctor, dentist, nurse or pharmacist will be allowed. We will arrange for a suitable person to administer the medication, usually a classroom supervisor.*

*All prescribed medicines will be kept in a locked non-portable container (except where storage in the fridge is required) and only named individuals will have access. A record will kept for audit and safety purposes.*

*This policy was adopted by the managers and staff, and updated 4<sup>th</sup> April 2018  
Signed on behalf of Busy Bees Nursery School*

***“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.***