

## **Procedure for taking medicine**

*In order for children to receive medicines:*

*Antibiotics*

*Inhalers*

*Epi pens*

*Cough preparations*

*Or any other medication whilst in our care, parents/carers need to complete and sign the necessary form available from the classroom supervisor. This form needs to be completed, signed and dated on every day the medicines need to be given. **STAFF CAN NOT ADMINISTER MEDICINES WITHOUT PARENTS WRITTEN PERMISSION ON EACH DAY THE MEDICINE IS TO BE GIVEN** . Parents will be asked to sign the medicine again upon collection of their child, to acknowledge that the correct dosage of medication was administered at the correct time.*

*Parents should only bring prescribed medicines for the duration of the child's time at Busy Bees, and should take the medicine home again at the end of the session. The only exceptions are inhalers and epi pens clearly marked with the child's name and prescribed dosage.*

- Any medications brought in by parents should be stored in their original containers, clearly labelled and locked in the medicine cabinet.*
- Any medicine given to the child should be recorded in the medicine file, and then signed by the person administering the medicine and the parent daily.*
- If the administration of prescription medicines requires technical/medical knowledge then individual training will be provided for staff from a qualified health professional to meet the specific needs and requirements of the individual child.*

*This policy was adopted by the managers and staff, and updated on 5<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”.***