

## **Policy and 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 medicine 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 form again upon collection of their child, to acknowledge that the correct dosage of medication was administered at the correct time.*

- *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. This form should then be stored on the child's individual accident file in the filing cabinet.*

*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.*

*For ongoing health conditions requiring the administration of medication or for medication kept on the premises in case of an emergency, a care plan must be completed by the child's classroom supervisor in consultation with the child's parents and before the child attends the setting for their first session. The care plan should be signed and dated by both parties at this time.*

*Classroom supervisors are also responsible for:*

- *Ensuring that any medication brought in by parents is presented and kept in its original packaging with accompanying information. That the child's name, medicine dosage and expiry date is clearly displayed on the labeling.*
- *That these medications along with current care plans are stored in individual plastic containers, with the child's name and photo clearly displayed on the front of the box.*

- *Ensuring that this box is stored above the first aid cabinet in the room in which the child attends at all times.*
- *Ensuring that care plans and risk assessments are reviewed on a termly basis following discussion with parents, and that the care plan document is re-signed and dated by both parties at this time.*
- *On a termly basis and at the time of the review with parents, check expiry dates on medications and if necessary, dispose of out of date items. (Return to parents or pharmacist)*
- *At the time of the review, ensure that the medication prescribed is for a current condition - something prescribed for a condition 6 months ago might not be appropriate now.*
- *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. Room leaders must record the name of the trained person/persons on the child's care plan. Room leaders must inform management if further training is required.*
- *Room leaders must ensure that all persons working alongside the child are aware of the child's medical needs and that the contents of the care plan/risk assessment have been shared with the team. Temporary cover staff and volunteers will also need to be made aware of a child with medical needs when working in the room.*

*This policy was adopted by the managers and staff, and updated on 13<sup>th</sup> September 2023  
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”.*