

General Welfare Requirement: *Safeguarding and promoting children's welfare*

The provider must promote the good health of children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill

Promoting Health and Hygiene

Administering Medicines

Policy statement

While it is not our policy to look after sick children, who we believe should be at home until they are well enough to return to Little Wonders, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

Being a full day care setting, we understand that it is not always possible for the child's doctor to prescribe medicines that must be taken whilst the child is in parental care. If a child has not had a medication before, especially those under two years of age, it is advised that a parent keeps their child at home for the first 24 hours to ensure no adverse effect, as well as to give the medicine time to take effect.

These procedures are written in line with the current 'best practice' guidance in 'Managing Medicines in Schools and Early Years Settings'. The Nursery Manager is responsible for ensuring that the School Nurse has a working knowledge of these guidelines and that the whole staff are aware of the core guidance.

The School Nurse is responsible for the correct administration of medication to children. This includes ensuring that parents consent forms have been completed and signed, that medicines are stored correctly (in line with the guidance on the packaging).

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and Well Being	2.2 Parents as partners	3.2 Supporting every child	

Procedures

- *Children taking prescribed medication must be well enough to attend Little Wonders – the School Nurse/ Nursery Directors decision on this is final.*
- *Medication to be administered must be in date and the school nurse must be informed of the reason the medication is being given*
- *Parents must give written permission for the administration of medication. The staff receiving the medication must ensure the consent form is signed. NO medicine will be given unless the form is fully completed and signed.*
- *Medicine must be given directly to one of the School Nurse, along with the completed and signed consent form. All medicines will then be taken and stored in the Clinic.*
- *Once medicine has been administered, the School Nurse will complete the Medicine Administration Log, this will then be signed by a parent, when they collect their child to acknowledge that they have been informed the medicine was given.*

Storage of Medicines

- *All medication is to be stored correctly in the Clinic – in the refrigerator, if necessary.*
- *The refrigerator in the Nurse's room is for the storage of medication ONLY*
- *The school Nurse is responsible for ensuring that the medicine is handed back to the child's parent at the end of the day*
- *On occasion, some conditions may require that medicine is kept on the premises. It is the responsibility of the School Nurse to ensure that the medicine is in date and that they have parental consent to administer the medicine as required.*
- *NO child may self administer medicines.*

Legal framework

- *Medicines Act 1968*

Further guidance

- *Managing Medicines in School and Early Years Settings (DfES 2005)*
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

This policy was adopted at a meeting of Little Wonders Nursery School

Held on: 1st September 2016

Date to be Reviewed: 1st September 2017

Signed on behalf of the Management Committee:

Name of Signatory: Tamara Tucker

Role of Signatory: Nursery Manager