



STORAGE AND ADMINISTRATION OF MEDICATION POLICY

Prescribed and non prescribed medication can be administered by nursery staff as long as they are in their original packaging and the parent gives written consent in the form of a signature prior to it being given. Parents/carers will be asked sign a disclaimer after medication has been administered to their child by a member of staff when they collect their child.

Any short-term medication that a child is on, for example a course of antibiotics lasting no more than two weeks, is stored in the correct manner. This will either be in the fridge, which is kept in the baby unit kitchen or in the first aid cupboard in the Nursery Managers office. Staff may only administer the dosage that is stated on the medicine bottle; regardless of how much the parent/carer states the child should have. Staff may also not administer medicine that is not age appropriate to the child.

The medicine must be in date and also in its original packaging/bottle.

After the medication has been administered to the child, the staff must write down all the details on the medication sheet, making sure it is signed, dated and the time and dosage is entered correctly as well as the name of the medication. Children taking prescribed medication must be well enough to attend the setting.

If the administration of the required medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

DATE OF POLICY.....

SIGNED.....

REVIEW OF POLICY.....

Sunny Beach Day Nursery

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