



Procedure for Taking Medicine

Staff at Horspath Nursery can administer the following medication:

- Antibiotics
- Inhalers
- Epi pens
- Creams for Skin Conditions
- Glucose for diabetics
- Any other medication deemed acceptable by management

In order for staff to administer the above, parents/carers need to complete and sign the medication book. The medication needs to be stored in its original packaging, have a label specifying the doctor's details, child's name, be in date and it must have the dosage required. Each time the child is administered medication the staff member, witness and parent/carer will be asked to sign the medication book. **STAFF CANNOT ADMINISTER MEDICINES WITHOUT PARENT/CARERS WRITTEN CONSENT.**

ALL MEDICATION IS KEPT OUT OF REACH OF CHILDREN.

Parents/carers should only bring prescribed medicines for the duration of the child's time at Nursery and medication should be taken home at the end of the session. The only exceptions are inhalers and epipens clearly marked with the child's name and prescribed dosage. The date of the medication will be checked regularly and returned when expires, requesting new medication as necessary.

If administration of prescribed medication requires technical/ medical knowledge staff will be trained accordingly by a qualified health care professional to meet the specific needs and requirements of the individual child.

Signed on behalf of the Management Committee:

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Chairperson

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”