

Administering non-prescription Medications

Aim

To ensure that the administering of medication is controlled. To ensure that the requirements of the relevant body Ofsted are complied with.

Methods

Nursery Procedure

Only prescribed medication may be administered with the exception of temperature reducing infantile suspension and child cough medicine.

The temperature reducing infantile suspension must be supplied by the parents/carers in a named bottle or sachet on the day when the child needs it. This is only to be given to the child with the parents/carers written consent.

Controls are put in place for administration of it:

- On the day the child is feeling unwell the parents/carers will fill out a consent form for that day if the temperature reducing infantile medicine which might be needed.
- The parents/carers will be contacted by phone that their child is unwell.
- Only one dose of temperature reducing infantile medicine can be given by the nursery staff. If the child has already had a dose at home before coming to the nursery we will not be able to give another dose.
- All medication should be clearly marked with the child's name, date of birth and expiry date.
- The child's temperature and other symptoms are recorded on a child health form.
- Any medication is to be given by senior staff members and witnessed by another staff member. The time and date of this will be recorded on the medication form.
- Children who have been given the reducing infantile suspension and whose temperature does not respond or rises again later should be collected and advise taken from their GP.
- All nappy cream, teething gels will require a parent/carers signature and the ointment to be in a named bottle with a clear expiry date.

Family Services Procedure

The requirement for a member of staff to administer non prescription medication to a child will not occur as the majority of the groups are run with parents present. Where there is a case that a member of staff is required to administer special medicines, such as an inhaler, this is covered by the "Policy on administering special medications".

Useful resources and websites

This policy was written for Loseley Fields Children Centre.

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