

## Administering Medication

**Medication will never be given without the prior written request of the parent/carer, which will include frequency, dosage, any potential side effects as well as any other pertinent information.**

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged
- All necessary details are recorded on the **Medication Form**, which is then signed by the parent/ carer
- The medication is properly labelled and safely stored during the day. It should be in its original container with the pharmaceutical label that includes the child's name, the date, the type of medicine and the dosage
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign the **Medication Form** to acknowledge that the medication has been given.

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Nursery, a medication form must be completed.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carer will be notified, and the incident recorded on the Medication Record.

The nursery staff may require additional training for some medication for example an Epi Pen. The manager will ensure this training is given at the earliest opportunity. The safety of the child should be discussed with the parents / carers. If staff are not trained, it may be necessary for the child not to attend while training is sought in order to protect the child.

If a child needs medication requiring specialist knowledge or training only trained staff may administer the medication.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the **Medication Form** – a new form must be completed.