

## Medication Policy

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

- Only medication prescribed by a medical practitioner, such as a doctor or dentist may be administered to a child whilst at setting.
- Medication must be in date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed medication is to be stored in their original containers, clearly labelled and inaccessible to the children.
- Parents must give prior written permission for the administration of medication. This should state the name of the child, the name of the medication, the dose and times to be given, or how and when the medication is to be administered. The parent must date and sign this form. A signed & dated letter written by the parent is also sufficient authorisation.
- Staff that administer medication must be suitably qualified to do so. This is to be recorded accurately each time it is given, and the record must be signed by the member of staff that administered the medication. This should then be countersigned by another suitable member of staff. Parents are to be asked to sign the record at the end of the day to acknowledge the medication has been administered.
- If the administration of the prescribed medication requires medical knowledge, individual training is to be provided for the relevant members of staff by a health official.
- When antibiotics are prescribed, the child concerned cannot attend Setting until 24 hrs after the first dose has been given. This is a safe guard in case of a reaction to the medication and to allow recovery from the infection for which the medication was prescribed. This rule will apply irrespective of the number of times they have been prescribed the same antibiotic, even if the child previously had no adverse reaction.
- For pain relief medication such as 'calpol' that has been prescribed by a medical practitioner, additional considerations will apply.  
If a child is teething or experiencing recurring bouts of high temperatures, their G.P. may advise to use the same medication periodically over a longer period of time eg: on a second or subsequent visit. In this instance the pain relief should only be given as prescribed and for no longer than 3 months from the date of issue, and at our discretion.

**Last updated: Oct 2013**

THIS IS A WORKING DOCUMENT SO PLEASE SIGN AND DATE IT WHEN YOU HAVE REFERRED TO IT

Read by:

Date: