



# **BROOK HOUSE NURSERY Ltd**

## **POLICY ON GIVING MEDICATION**

Medication will be given by Brook House Nursery staff as we recognise that children can be in our care for 10 hours a day, and that it is necessary to complete courses of antibiotics.

However, these points must be adhered to:

- First dose of the medication must be given by a parent at home.
- Parents must complete the medicine form (in the black medicine folder) for prescription drugs and sign it in the nursery.
- Medicine must only be given to a named child (except for Calpol/antihistamine).
- Application form must be checked before giving Calpol (nursery own bottle).
- Before a child can be given Calpol, a parent must be informed that the child is unwell.
- In case a member of staff is unable to contact the parents, Calpol must not be given until noon.
- The dose of Calpol, time, administrator, witness, signatures and additional comments must be recorded in the pink medicine book which is kept in the reception.
- Medicine can only be given by First Aid trained staff. Medicine form can only be completed by the management.
- There always has to be a witness whilst medicine is given to a child.
- Allergy reaction: children that have a known allergy have a prescribed antihistamine medicine/auto injector stored in the office first aid box. A signed form is kept in their personal folder. If a child is suffering an anaphylactic shock an ambulance must be called before using the auto injector. Parents contacted ASAP. Any child that has suffered an anaphylactic shock must be taken to the hospital.
- The nursery keeps a bottle of antihistamine, this will only be given on the instruction of a health care professional.

Members of staff must not be under the influence of any substance which may affect their ability to care for children. If members of staff are taking medication which may affect their ability to care for children, those members of staff should seek medical advice. Members of staff working directly with the children may do so if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

All medication kept on the premises must be securely stored according to manufactures' instructions, and out of reach of children, at all times.

Policy review date	Name and signature