

## Apple Tree Day Nursery Medication Policy and Procedure.

*Medication will only ever be administered to a child with prior written consent from the parent/ carer*

- 1. On arrival at the nursery the parent/ carer will be asked to fill out a Medicine Consent form.*
- 2. The medicine will be stored appropriately in either a locked fridge or cupboard.*
- 3. The information that a child requires medicine will be recorded in the Staff Message book.*
- 4. At the times stated on the Medicine Consent form, a qualified member of staff will check the medicine to ensure that it is within it's use-by-date before administering it to the child.*
- 5. The child's name will be written on the wipe board in the hallway to remind staff and the parent/ carer that the form needs signing and the medicine will be handed back to the parent/ carer.*
- 6. When collecting the child the parent/ carer will be asked to sign the Medicine Consent form to acknowledge that the medicine has been administered. The child's name will be highlighted in the register as a reminder to ensure the parent is aware and signs the medicine book.*
- 7. The Medicine Consent form, once not required to record administration of medicine, will be filed into the child's confidential record. Should the parent/ carer leave the premises without signing the Medicine Consent form to acknowledge that the child has had medicine, a senior member of staff will contact them and give details of the times and dosage.*

### Ongoing Medication.

*Consent forms for ongoing medication, such as creams, inhalers, epi pens will be filled out in the same way and kept in the child's confidential record. They are to be completed appropriately after the medication has been administered or possibly in the case of inhalers, witnessed, and the procedure followed as stated.*

*Reviewed and agreed on*

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*Next review date 1.1.2016*

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