

Medicines and Sick Children Policy

- Relevant members of staff to be informed if a child is off sick.
- Staff are able to administer prescribed medication to children who are well enough to attend. (Please note staff are not legally obliged to administer medication and the final decision is at the discretion of the head teacher.)
- The medication must be prescribed by a GP
- The parent/guardian of any child requiring prescribed medication must bring it in the original prescribed package (bottle, box etc).
- Staff members should obtain written permission from the child's parent/guardian for the administration of medication on a short or long term medication form.
- The parent/guardian should sign daily to confirm the agreed dosage for that day.
- The parent/guardian should inform staff of when the child was last given the medication prior to coming to Nursery. When the child is picked up the parent must be given the precise details of the times and doses given throughout the day.
- When administering medication the member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child, at the prescribed time and in the prescribed form.
- If the child refuses to take the appropriate medication then a note will be made on the form.
- A sticker will be given to the child to ensure all staff are aware that the child has had their medication.
- Staff will complete the administered medication form to keep a record.