Procedure and Recording of medication

* When a child requires medication, their parent will supply the medication.
* The first dose must be given prior to attending nursery in case of any reaction.
* Over the counter medication such as paracetamol needs to be in an unbroken sealed box/bottle and the child has had the medication before with no side effects. This needs to be signed by the parent that this is the case.
* A medication form is completed by the parent/carer and signed and stored in medication folder
* Information on medical conditions displayed in 1st Aid cupboard and supply folder.
* The medication information is recorded in the medical log and checked monthly in case it has expired.
* If a child has a medical condition a plan is created with parent/carers consent and agreeing to the plan, stored in medication folder- plan guidance at end

Storing of medication

* Medication is recorded in the medical log and dated and signed when taken in. The log is then dated and signed by the parent when it is returned to the parent/carer.
* Medication should be stored as directed by the instructions
* Medication is stored in a sealed box. The box is labelled with the child’s name, date of birth, health condition, health clinic and child’s photograph
* Medication should be checked monthly to see that it is in date, give parents a month’s notice when it requires replaced. This is recorded in the medical log.

Administering medication

* At the beginning of a child’s day at nursery, check with the parent/carer if medication was required before attending, if so when. Record this information in the medical form for that child and the parent/carer will sign this.
* In the nursery, medication can only be administered by a First Aider.
* Check the instructions and medical care plan when administering the medication, this is carried out by the First Aider and a second person
* A second person will witness the medication being administered.
* Both persons will record this in the medical log for that specific child and sign the log.
* This information is passed on to the parent/carer at the end of the child’s nursery session. This is also signed by the parent/carer.
* If a mistake has occurred and too much medication was administered seek medical advice and inform the parent/carer.
* If a child spits the medication out or is sick after taking the medication do not administer a second dose. Inform the parent/carer and seek medical advice if advised to with the child’s medical plan.

Medical Care plans

Care plans and what is required.

* Name of child and date of birth
* Picture of child
* Parent/carer name and emergency contact
* Health clinic and number
* Medical condition
* Medication
* Triggers
* Symptoms
* Procedure required to support child
* What if the medical procedure is ineffective.
* Emergency contact number 999