

CASTLE DOUGLAS NURSERY (ELCC)

Policy for the Administration of Medication

In the case of a child requiring regular or occasional medication to be administered during the Nursery session a permission to administer medication form will require to be completed and signed by the parent or carer. The form and any medication will be kept in a labelled high level cupboard and will be updated termly. The school/ Nursery first aider will administer the medication.

Through the enrolment process staff will be aware of any child who has an on-going medical condition that may require medication e.g. epilepsy, allergies. On the child starting our Nursery a meeting will be held between parents and centre staff (and where appropriate, school staff) to discuss the medical procedure and protocol, and identify any potential triggers for each individual child. In some cases the school nurse or doctor may be invited to provide training for staff on the administering of medication. Staff who agree to administering medication or carrying out procedures do so voluntarily and are under no obligation to undertake these tasks. A record of any such information is kept in each child's personal care plan, located in their PPR in the second drawer of the filing cabinet. Where appropriate information will also be displayed in the Nursery playroom along with a photo of the child (e.g. food allergies at the snack area)

The school has an asthma policy. Any child with asthma will be kept on the asthma register in school. Completed asthma cards, updated and signed by parents are kept in a labelled cupboard. Children each have a labelled inhaler, either kept here, or carried in their nursery bag each day, as discussed with parents.

Fiona Baird
Updated January 2019

Next update due March 2021