

## Administration of Medication Guidance for Parents

ONLY medicines prescribed by a G.P. or Pharmacist may be administered in the nursery. Medicines bought over the counter, such as Calpol, WILL NOT be administered.

Parents must complete the appropriate form (appendix 1, form 6a) requesting the administration of medication. Medicine must not be administered if the consent form has not been signed and authorisation given.

The Head Teacher must always be informed when a parent asks for medicine to be administered and the parent will be notified in writing if the Head Teacher agrees to the administration of medication. (Appendix 2, form 7)

All medication must have the child's name and medication details on the pharmacy label.

Staff will not give medication to a child if the child has not already been given a dose by the parent. This will ensure that the child does not have an adverse reaction to the medication. This will not include emergency medication such as an adrenaline epi pen where the risk of not giving it would outweigh any adverse reaction.

Administration of medicine will be recorded by staff. Parents must sign the sheet when collecting their child to acknowledge that the medication has been given and at what time their child received it.

The First Aider will check expiry dates on all medicines at the beginning of each term and request that parents replace these as necessary. Any medication that has expired will be returned to parents for safe disposal.

Every month the First Aider will check that medication is not out of date. Parents will be asked to sign the form confirming that medication is still required for their child.