



Bartholomew's Nursery Class

Policy on Administration of Medication

These procedures have been drawn up in line with guidelines set out in North Lanarkshire Policy on Administration of Medicines (MSF 29)

- The Head Teacher will determine who can administer medicine
- Parents must inform the nursery of any medicine required to be taken during the nursery hours
- Parents should discuss details with staff before completion of consent for medicine form (appendix 1)
- Medication will not be administered without written consent
- Medicine will not be issued on oral information from children
- All medicines should be stored in individual boxes in locked filing cabinet with children's names, and a picture of child, clearly written on the box.
- Aspirin or preparations containing aspirin will not be administered **under any circumstances**
- All medicines must be clearly labelled with name of child, name of medicine, dosage and time
- Staff must only administer the medicine, assisting the child if necessary
- Medication will not be re administered if a child spits it out or refuses to take it
- The key worker will check regularly that all medicines are still in date
- Used by dates must be written clearly on medicine using sticky labels
- Staff must complete the Record of Dosage Form (appendix 2)
- Nursery staff will ask parents/guardian to countersign Record of dosage Form on collection of child from Nursery

Signed: *Martina Macintyre*

Reviewed: November 2023