

**Management/Administration of Medicine**

All staff are familiar with and follow North Lanarkshire Education Department Guidelines and with Care Commission guidance on administration of medicines (contained in medical folder in nursery).

As stated in the guidelines, staff will receive training for administration of any medicines that require specialist knowledge e.g. epipen.

Parents will complete all paperwork required before administration is accepted by the nursery.

Parents will be asked to review administration of medication protocols on a monthly basis and asked to sign having done so. Medicine no longer required will be returned to the parents.

Use by dates, names and dosage of medication will be validated before they are accepted. The parent should always give the first dose of a new medicine to the child. The Medication should be provided to the nursery in its original container and box, which should be clearly labelled with the child’s name.

Formal recording of dosage etc. will be made and records kept. If the medication is administered the parent will be contacted by text. If the child refuses the medication this will also be recorded.

In the event of an emergency an ambulance would be called immediately and parents/carers contacted. A first aider would remain with the child and a member of staff would accompany the child to hospital until the parent/carer arrived.

**Storage**

Medicines are stored in a cupboard out of reach of the children. If any medicine has to be kept in a fridge it will be stored in a plastic labelled container and kept in the staff fridge out of reach of the children.

Each individual child’s medication is kept separate and stored in an individual container, clearly labelled with the child’s name and date of birth. Medicine spoons will be cleaned and stored with the medication. All staff, including relief staff are shown will be told which children require medication and an overview is kept on the medicine cupboard door.

**Minor Ailments**

Cuts, bruises, burns and stings will be treated with a cold compress and the child will be offered a plaster.

**Trips & Outings**

All medicines will be taken on a trip/outing and are stored in ziplock bags with the appropriate permission forms.

**Sun Protection**

Sunscreen is provided in our cloakroom are for parents to administer before the child enters the nursery.

**Updated August 2018 by N. Ferguson**

**Woodlands Nursery Class – MEDICATION MANAGEMENT** 

