**Medicine procedure**

We are happy to give your child prescription medication and also non-prescription (such as Calpol, Nurofen, teething gels and cough medicines), as long as we feel your child is well enough to be in the nursery (see sickness policy) and you have signed a medical permission slip. We cannot administer prescription medicines unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist. All medicine must stay in the original packaging, with the label clearing showing the child’s name, details and dosage.

Medication will only be given by a qualified member of staff. We will ask if any medicine has already been given by a parent/carer and note down the time to avoid an overdose. You will be required to fill out a form to state the reason the medicine is needed, the dosage and time the medication is to be administered. You will then need to sign at the end of the day so you are aware of what has been given.

Training will be provided for staff where the administration of medicine requires medical or technical knowledge, for example an EpiPen.

If we feel your child is in need of some non-prescription medicine such as Calpol, then you will be contacted either by telephone or text message to check the medicine can be administered (if permission has not already been given that day) and again you will be asked to sign on collection.

Medicine containing aspirin **will not** be administered as this is dangerous for children.

For long term medication such as inhalers, please provide a spare one so there is no need to worry if these are forgotten. We will store these out of reach of children.

All medicines will be stored correctly according to the original label either in a locker or fridge and expiry dates will always be checked.

Staff will not be in work while taking any medication which could affect their ability to care for children. Staff will only work with children if the medication is unlikely to impair that staff member’s ability to look after children properly. Staff medication will be securely stored, and out of reach of children at all times.

If you have any questions regarding this policy, please feel free to ask.