**Procedure for the administration of medicines**

If a child requires medication during the day parents must complete the permission card kept by staff in the child’s room before the medication can be given. The medication must be clearly labelled and in the original packaging.

It is the parent’s responsibility to notify the nursery if there are any changes to the requirements during the course of medication.

The staff member receiving the medication will ensure that all other staff members in the room are aware of the need for this medication. Medications can only be administered by a supervisor (in the absence of a supervisor the manager or deputy are responsible for administering the medication)

It is essential that the supervisor checks the medicine card prior to administering any medication for correct child, date, time, dosage and medication. The medicine card must be completed after administration.

 A second member of staff will witness the administration of the medication and also sign the medication record.

Parents will be asked to sign a general consent form for the administration of a

Paracetomol based suspension such as Calpol. However, in normal circumstances a medication record sheet would still be completed.

If a child suddenly develops a temperature while at nursery the staff will inform the manager or deputy manager of the situation and will then ring the parent or emergency contact person. They will inform the parent of the child’s condition, signs and symptoms and ask them what action they would like them to take.

If the parent asks for their child to be given Paracetomol suspension this will be

recorded on the medication record and signed by the parent on collection. The staff member will only be able to do this if the general consent permission slip has also been signed.

If the parent or emergency contact person cannot be contacted the staff member

will continue to try to reduce the child’s temperature using methods such as

removing some of the child’s clothing or sponging the child down. If the temperature does not go down the manager or deputy manager will make an assessment of the situation and seek medical advice if necessary.

In all of the above circumstances parents will be asked to sign the medication record card on returning to the nursery.

These procedures will in no way delay or prevent staff from seeking medical advice or assistance if they feel it is necessary.

All medication will be stored appropriately, in the original packaging, safely and in accordance with the manufacturer’s instructions, away from the children. It will be checked regularly to ensure that it is in date.