



Tel. 07876 260780

Session times only

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Milland Memorial Hall
Iping Road
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GU30 7NA

34. Medicines

We understand that children who attend our setting may have varied medical needs. If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. The policy will be adapted to meet the needs of individual circumstances.

34.1 Medicines: Short Term Medicines

Occasionally it may be necessary for medication to be administered during the session to enable the child to attend nursery. If so, the following procedure will be followed:

- Children's prescribed medicines are stored in their original containers, clearly labelled with the child's name and prescribed dosage, and are inaccessible to the children, in the first aid box onto of the fridge, or stored in the fridge if instructed to do so.
- **No** medication from home can be given without the pharmacy label intact with the correct child's name on. Medicines with Siblings names on cannot be used.
- Parents give prior written instructions for the administration of medication on our medication form, located in the hallway folder.
- Parent/carers are then required to sign the medication form at the end of the session confirming their knowledge that the medication has been administered correctly.
- The administration is recorded accurately with dosage, date, time and signature of member of staff administering the medication.

34.2 Medicines: Long Term Medicines

Long term medicines could include but are not limited to; epi pens and antihistamines, diabetic control and asthma.

- Care plans are kept with medicines in the first aid box.



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- Long Term Medicines require a form to be filled in to sign medicine in to nursery and out of nursery. This will be every half term. Names and Expiry Dates will all be checked on signing in.
- Long Term forms must also be filled out each time a long term medicine is administered. These will be signed by parents at the end of the session.
- Before administering long term medicines (unless an emergency situation such as anaphylaxis) parents/carers will be informed by a phone call.
- Epi - Pens will hung on the hook in the hall, unreachable by children, close enough to the eating area for easy access.

34.3 Medicines: Communication Books

Communication books will be used in certain circumstances instead of a long-term medicine form, where continuous medicine will be administered and may be needed multiple times in a day, every day of the week. This will be shared between the setting and home. Details of medicines and any extra information will be in this book that needs to be shared and checked daily.