**Medication Policy**

We recognise that there may be times when children require medication to be administered during their time in the setting. In order for staff members to be able to give child medication we will ensure that:

* **Pegasus Childcare Centre will only administer prescription medication that has been prescribed by a doctor for that individual child, It must have the child’s name on labelled by the doctor.**
* Staff will ensure that a new medication consent form is completed by parents/carers
* On the medication form parents/carers will give signed permission for administration of medication including the name of the child, the name of parent/carer, date, name of medication, the dose and time that medication must be given and how the medication is to be administered.
* The medication must be clearly marked with the child’s name and is in date, in the original container with prescriber instructions for administration
* No medication will be given to the child unless provided by the parent/carer
* Aspirin or medication containing Aspirin will not be administered to any children unless it is prescribed by a doctor for a specific medical condition
* The medication is stored in accordance with the products instructions and out of reach from children at all times
* The administration of medication is recorded on the child's medication sheet and this includes the signature (the administrator of the medication) and countersignature (witness to medication being given) date, time, dosage. Staff members will then scan and send the medication sheet over to parents/carers  via email. Parents/carers must reply to the email saying that they have read and acknowledge the email.
* Pegasus Childcare Centre will not administer any over the counter medications unless it is for long term illness or injury. Parents/carers must write a written consent letter saying that in an emergency situation related to the child’s illness or injury staff are allowed to administer calpol or nurofen. Parents/Carers will provide calpol or nurofen.

**Administration of Specialist Medication**

We recoginse that there may be times when children require specialist medication to be administered for long term medical needs during their time in the setting.  Specific instruction and training will be obtained before an agreement is reached with a parent/carer to administer specialist medications and life saving / emergency medication and a health plan is established.  This will include:

* A letter from the child’s G.P / Consultant stating that the child is fit enough to attend the nursery and sufficient information about the child’s condition.
* We will discuss with parents/carers the medication that their child needs to take and what support required , instructions on how and when the medicine is to be administered and what training is required
* Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely Written proof of training, if required, in the administration of the medication by the child’s G.P, a Nurse, Specialist or Community Paediatric Nurse.
* A health plan will be developed in partnership with parents/carers and any health professional and will be regularly reviewed to detail the needs and support or any changes
* Prior written consent from the parent/carer for each and every medicine will be obtained before any medication will be administered. The medications consent form filled in appropriately and medical form will be completed by staff members once given the child medication and any medical sheets sent over via email to parents/carers. The medication is clearly marked with the child’s name and is in date , the original container with the prescriber instruction is to be administered
* See all information that also must be followed in the section above.

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

………………………………………. **Chairperson**

…………Paige Shackleton……………………. **Manager**

…………Emma Thornalley……………………. **Deputy Manager**

**Date of Implementation** - September 2017

**Date  Reviewed**- September 2019          **Date Reviewed and updated** - September 2021

**Date Reviewed** –Sept 2023 ……………………………                 **Date Reviewed** - ……………………