



Nursery Manager: Mrs J Smith

ISI ref E5

All school policies are applicable to all pupils, including those in the EYFS (Nursery and Kindergarten). "Nursery policies" make additional provision for children of that age

Medication Procedure Policy

Nursery staff can administer medicine to a child where it has been prescribed by a doctor, dentist or nurse. Parents will be asked to sign a medication request form detailing the name of the medicine, dosage and times the medicine is to be administered.

Newly prescribed medicines will not be administered for the first time in nursery, due to the possibility of an allergic reaction.

For non-prescribed medication (e.g. gels, balms or pain/fever relief) nursery requires prior written consent from the parent and will only administer this when there is a health reason to do so. Aspirin and 'Nurofen' based medication will not be administered unless it has been prescribed by a doctor.

When medicines are administered, an extra member of staff will be present to witness the medicine prescribed is for the child (name on the container is that of the child to whom it is being given), and the correct dosage is given at the time stated by the parent. Both members of staff will sign the medication request form. Student staff are not permitted to administer any medication. The parent will sign the form again when receiving the medication at the end of the day.

All medicines in nursery are stored out of reach of children, either in the lockable wall cabinet, on a high shelf for bulky items or in the fridge accessed only by staff.

Intrusive Medication

If a child needs to have intrusive medication at nursery such as suppositories

then the parents must first speak to the Nursery Manager

In cases where the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

May 2018