**Portlethen Primary School Nursery**

**Administration of Medication Policy**

**Policy Statement**

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

**Who is Responsible?**

* It is the responsibility of the Early Years Lead Practitioner to ensure that there is written parental/guardian permission to administer medication to children during the session.
* It is the responsibility of the staff to ensure that parent / carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer signs when they are collecting their child.
* Medication will be stored safely in nursery, out of reach of children but within sight of any adult who needs access to it

**How will the policy be implemented?**

• Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.

* Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name / dosage must be on the medication bottle.
* Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form. A new entry should be completed where there is change in circumstances.
* Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter.
* The medicine administration form will detail the name of the qualified practitioner who administered the medication and another staff member will sign as a witness to the administration of the medication
* Before medicine is administered, the designated member of staff should check themedicine administration form for any changes.
* The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child
* Medicines to be stored in the fridge will be stored in a plastic lidded box, clearly named and dated.
* A Care Plan must be implemented and reviewed every 6 months.