



CHILD MEDICATION POLICY

AIMS

It is our opinion that sick children are happier at home! However, in some situations it is necessary to administer medicine to children.

This policy aims to provide a safe, structured and accountable method for the administration of prescribed medicine to children in the care of Colourbox Montessori School. Although designed for 'one-off' medicines, e.g. antibiotics, the following procedure is also required for repeat prescriptions – e.g. asthma inhalers etc. We do not administer non-prescribed medication.

OPERATING POLICY

- Where a child has had medicine prescribed by a Doctor, our staff are able to continue with the course of medicine whilst the child is at Colourbox – PROVIDED that the child has already been given the medicine at home and that there has been no negative reaction to the medicine. There must be a prescription label with the child's name attached to the medication with clear instructions regarding dosage and timings.
- When the medication being supplied has been purchased, then this should be unopened and sealed before being accepted onsite. All medication prescribed or other must be checked to ensure child's name is correct, the procedure for administering is provided and clear and the medication is in date.
- To ensure that there are no negative reactions it is essential that the child does not return to Colourbox for a minimum of 48 hours after the first dose of the medicine and Vaccinations.
- The parent/carer must complete a form entitled PROCEDURE FOR THE ADMINISTRATION OF MEDICINE. On no account can medicine be administered to any child without this signed and completed form.
- The medicine will be stored as per the special instructions on the form, e.g. in kitchen fridge if required.
- The instruction to administer the medicine will be written into the individual room's Daily Log book, and brought to the attention of the Person-in-charge of the relevant room.
- The qualified staff member administering the medicine (i.e. appropriately qualified Person-in-charge of the room) will administer the medicine as directed on the form – OBSERVED BY ANOTHER MEMBER OF STAFF.
- Both members of staff will complete the form to confirm that the medicine has been administered in the required manner and fill in the date and time administered.
- On the parent/carer's return they will be informed that the medicine has been administered and asked to sign the form to confirm that this is the case.
- Babies who are teething can receive Teething Granules as described on the manufacturers packaging, and a separate administration form is available for these. Medication administration forms for teething children are only valid for up to six months. Apart from this, administration of medicine for babies will be as above.
- Any ointments/lotions for skin conditions can be applied for external use only by staff.

- A sachet of Calpol is kept in the nursery medication cupboard and must only be administered when directed to do so by a medical professional in an emergency situation.

This policy will be reviewed in April 2024