

Stepping Stones Creche/Nursery



STAFF GUIDELINES FOR THE ADMINISTRATION OF APPROVED MEDICATION

For **ANY** medication to be administered a Medication Consent Form must be completed by the parent/guardian for each illness.

1. Member of staff discusses with the Parent/Guardian illness, symptoms and cause for medication to be given.
2. a) Member of staff checks name of child and date on Prescription drugs, e.g. Antibiotics, etc.
b) Member of staff writes name and date on medication in the presence of the parent, eg. Calpol.
3. Parent fills in and signs medication form stating when the next dose is due and what time their last dose was, witnessed and signed by member of staff – kept in medication file.
4. Medication is then placed in storage ie. Fridge, cupboard. **Out of reach of children.**
5. Member of staff discusses medication regime with all members of staff ie. who will be administering medication throughout the day and times. Instructions can then be made in the appropriate place, notice boards, message books, etc.
6. Prior to administering medication:-
 - Check medication form to ensure that medication has not already been administered.
 - Inform Senior Team Leader/Senior Nursery Nurse of your intention to give medication and administer once in agreement, and inform a senior once administered. Senior staff must check that all staff fill out appropriate paperwork regarding medication.
 - It is the responsibility of the person administering the medication to **always** read the label to ensure that correct medication and dosage are being administered.
7. Medication form and Notice Board to be filled in at every administration and signed.
8. All medication should be returned daily to parent.
9. An appropriate sheet must be filled in every day for **each** medication required.

Under **NO** circumstance must any medication be given to another child other than the child it was specifically brought in for.

We would prefer to only administer anti-biotic once throughout the day.

If any drug is to be administered differently than orally, cream or drops. Professional guidance is to be sought.

If any drug is thought to be a cause for concern. Professional guidance is to be sought.

Contact Creche Health Visitor,
Kate Jenkins – 01443 471 715