



VENN BOULEVARD NURSERY

ADMINISTRATION OF MEDICINE POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2021	1.1
Gill Bringham	Venn Academy	Sept 2023	1.2

Policy Statement

The purpose of this policy is to ensure that all medication administered to children has been authorised by the child's parent/carer. Staff who have been trained in administering medication will be allowed to administer medicine and accurate records of any medicine administered must be kept. It is the overall responsibility of the manager to ensure that there is written consent from the parents/carers to administer medication to children during in the session.

Aim

- Staff members must ensure that they have asked parents/carers what time their child had the last dose and ensure this is recorded accurately.
- Members of staff can only administer medicine if it has been prescribed for that child along with written consent from the parent/carer.
- The member of staff who administers the medication will sign the form as well as another member of staff who will act as a witness to the administration of the medicine.
- The medication form must be signed each time the child has medicine.
- Medicines will be stored out of the reach of children and locked away in either a cupboard or the fridge, depending on how the medication needs to be stored.

The manager and staff must ensure that all medications are inaccessible to children, stored securely and clearly labelled.

Asthma

Each child who has an asthma inhaler prescribed to them should have one on site at all times. This should be clearly labelled with a pharmacist's label and not wrote on by hand. A medication form should also be completed at the time when the inhaler was brought in by parents/carers.

Pain Medication

At Nursery we keep a small amount of paracetamol in case of emergencies, we would always endeavour to gain parents/carers permission before we administer this. We would then get a parent/carer to sign that their child has been given paracetamol when they collect their child.

Written by: Gill Brigham & Claire Goodaire

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