



## **Medication Policy**

**Little Bicks ensures that all children are kept healthy and safe by following correct procedures with respect to medication in the setting.**

### **What we aim to do**

We ensure that children, parents and staff are aware of our policy regarding the administration of medication within the setting.

### **How we will achieve this**

#### **First Aid**

At least one member of staff who has a current first aid certificate is on available on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our First Aid Kits comply with Health and Safety (First Aid) Regulations 1981 and are regularly checked by the management and re-stocked as necessary. They are easily accessible to adults and out of the reach of children. The Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

At the time of admission to the nursery, parents written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

#### **Medication**

All medications will be kept in a safe place away from children.

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the nursery's insurance company and only named staff.

If a child is on prescribed medication the following procedures will be followed:

If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions, printed on a pharmacy label.

Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication, when the first dose was given and permission for the staff to follow the instructions. In some cases, a care plan and further information from the prescribing doctor will also be required.

Medicines will be given if prescribed by a doctor or other healthcare professional. Medicine must be given to the setting in its original packaging with the printed label.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

### Allergies

Information is sought from parents prior to children starting at Little Bicks regarding allergies. Every month all parents are emailed to enquire if there are any updates with their child's medical records.

If a child has an allergy this will be added to the allergy list which is in the area that children eat and/or kitchen together with details of the allergy and a picture of the child.

The child will not be excluded from any activities and food alternatives will be sought for all meals and activities.

If a child has a prescribed antihistamine or EpiPen a care plan will be written and shared with all staff. The **named** medication will be stored away from the children in an unlocked drawer with the care plan and at least one member of staff will be trained to use it. Medication is checked regularly to ensure it is still in date.

We will notify our insurance if we have any child with an EpiPen in our setting.

Date policy was reviewed	March 2023
This policy is due for review before	March 2024