

**[Link to Statutory Framework for the Early Years Foundation Stage.](#)**

**Section 3. Health. Medicines.**

## **Medication Policy**

Topsham House Day Nursery acknowledges the need for medicine to be administered to children. The medication policy clarifies the procedures taken in the administration of medication.

1. A Child Medication Form will be completed and signed by the parent/guardian on a daily basis giving consent for medication to be administered.
2. Medication will be stored in the appropriate place, inaccessible by children. Inhalers and special treatment medicines will be looked after by the Nursery Practitioner in charge of the child.
3. The Manager will then administer the medicine at the correct time. This will be witnessed by another member of staff. If the Manager/Deputy Manager is unavailable then this procedure will be carried out by the Senior Nursery Practitioner. The member of staff administering medication will sign the medication form and the witness will also initial this entry.
4. When the child is collected at the end of their session the parent will be shown the Child Medication Form and asked to sign it confirming that they have been fully informed with regards to the dosage and times of administration.
5. This procedure will also need to be adhered to when administering non-prescribed medicines such as Calpol and cough mixture.
6. Medication such as inhalers and eczema cream only need to be signed in on a weekly basis, stating whether it is to be used daily or only if necessary, and must be altered should the dosage / application change.
7. Topsham House will administer non-prescribed medication for a period of three days. If after this time no improvement is seen, parents will be asked to seek medical advice.

### **Please Note**

The policies of Topsham House are under continual review in the light of team discussions and its effectiveness. Policies may be amended at any date and any revisions are handed to staff accordingly.

The annual review takes place in June. This policy was updated November 2014 PH