



## **Home-Grown in Malvern** **Medicines Policy**

### **Children**

We will not give your child non-prescription medication, such as cough mixture, Calpol or Nurofen, teething gel etc, unless you have signed a parental permission form for us to do so. We will only administer prescription medications that have been prescribed by the child's doctor, dentist, nurse or pharmacist for the child. Prescribed medication must be clearly labelled with its pharmaceutical label.

It is vital that you inform us of any medication you may have given your child before they arrive into our care. We need to know what medicine they have had, the dose and time given.

We will ensure that all medication given to us will be stored correctly and we will check that it is still within its expiry date.

If your child has a self-held medication, please obtain an additional one for us to keep at the setting. If your child has acute allergies and carries/needs an EpiPen, please discuss the matter with us. We may need additional training to administer these forms of medication.

On occasions when your child needs to take medication prescribed by a doctor, please discuss this with us. We will need you to sign an additional permission form. In some cases, a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication the details from the Doctor/pharmacy.

We will record all medication administered in our medication record book. We will hang a big green 'M' (stands for Medicine) on the child's peg to clearly indicate they have had medicine; this also means that we require a parental signature at pick up time.

Any medication that parents provide us to give to a child and is brought or kept in the child's bag MUST to be declared so that we can store this safely away from other children, as little hands can sometimes wander.

Medication is kept in our secure cupboard above the sink area in the playroom which is out of reach of the children.

If you have any concerns regarding medication, please do not hesitate to discuss them with a member of staff.

### **Staff**

Staff members who are required to take medication must seek medical advice to ensure that the medication is unlikely to impair their ability to look after children. All medication on the premises is securely stored and out of reach of children.

Signed:

Date Reviewed: