**Medication Policy**

**First Aid**

Apple Tree practitioners are trained in Baby and Child First Aid and this is refreshed every 3 years.

**Medication**

**Only medication prescribed by a GP or medical professional for a specific purpose will be administered in nursery.**

All medication must be administered by parent/carer over a 24 hour period before your child comes into nursery, to ensure there is no allergic reaction. This will be checked by staff and recorded on the child’s Medicine Information Record.

All medication will be stored in the easily identifiable medicine cupboard, in individual boxes/bags, labelled with the child’s photo, name and date of birth. Medication requiring refrigeration will also be stored in a labelled box/bag. Fridge temperatures are recorded twice daily.

Parents/carers must complete and sign a medicine information record. This is also signed by a member of staff. Information relating to the child requiring medication is noted on the daily board for all staff to see and the record is displayed on the front of the medicine cupboard. The giving of medicines will always be witnessed by a second member of staff and a medicine administration form signed by both. Parents will also sign it upon collection of their child.

Any medicine administration required for medical conditions must be disclosed to Apple Tree Nursery and if necessary staff will attend specific training in administration. Staff will not ever administer medication without the prior consent of parents.

Prescribed medication will only be kept in nursery overnight if required to treat a specific medical condition.

Any queries relating to medication, including refusal, incorrect dosage, spitting out, will be addressed to parents, GP, Pharmacist or NHS 24.

Staff will wear gloves and aprons when administering all medication. All medication dispensers will be washed after medication has been given. Inhaler spacers will be washed in clean warm water with liquid detergent all parts will air dry.

Any prescribed medication or specific medical condition medications required by a child will be taken on all outings and trips and administered as per guidelines.

**Medication prior to coming to nursery**

If children have had medication prior to coming to nursery, parents must decide if their child is well enough to attend. It is imperative that parents/carers advise staff if their child has had medication prior to coming to nursery, i.e infant paracetamol, cough medicine, prescribed medication (not requiring administration in nursery). Staff will record this information.

**Prescribed Medication**

Medicine must be prescribed by a GP for a purpose, must be in its original packaging/box, complete with information leaflet and clearly labelled with the following information:

* The child’s name
* Date prescribed
* The exact dosage required
* Time or times of day it is to be given
* Expiry date

Parents/carers are required to complete and sign an Apple Tree Nursery medicine information form for all prescribed medications. Information for allergies and asthma medications must also include guidance on triggers, symptoms and actions to be taken if medication is not effective

Medication for specific medical conditions that remain in nursery will be checked and reviewed every 3 months.

**Barrier Creams / Teething Powders and Gels**

Parents/carers are required to supply barrier cream, if required, and give permission for this to be applied. A record is kept of when barrier creams have been applied.

Parents/carers are required to supply teething powders/gels, if required. A medication form will be completed and signed, and powders/gels stored safely within our medication cupboard.

**Vaccinations**

Children must remain at home for 24 hours after receiving vaccinations in case of allergic reaction or high temperature. This is in place as a precaution and is the case for all injections/vaccinations, even if children have had them before. Allergies can develop at any stage.

**Infant paracetamol**

Communal or individual children’s infant paracetamol will NOT be kept in Apple Tree Nursery. Parents are advised that should their child require infant paracetamol prior to attending nursery they should consider if they are actually well enough to attend. Unless **prescribed by the Doctor** for a specific condition, infant paracetamol supplied by minor ailments or purchased over the counter will not be administered.

**Incorrect dosage or refusal to take medication**

If too much medication is given or medication is given to the wrong child, staff will contact a pharmacist or NHS24 for guidance. Parents will be informed.

If a child refused to take the medication or spits it out, staff will try to administer the dose, however, if a child becomes distraught staff will contact parents to advise they have been unable to administer the medication.

**Cuts, bumps, bruises, stings….**

Will be treated as required. Parents will be contacted depending on the severity of the injury but always in the event of significant head bumps.

**High Temperature**

Children’s temperatures can rise for many reasons. If a child has a temperature and appears unwell, parents will be contacted to collect them. While waiting for parents staff will keep the cool and ensure they are kept hydrated. If a child has a temperature and appears okay in themselves, staff will keep them cool and ensure they are hydrated. The child’s temperature will continue to be monitored and if necessary parents will be contacted.