

## **NORTH STAR NURSERY AND HOLIDAY CLUB** **MEDICATIONS POLICY**

North Star Nursery and Holiday Club acknowledge that children with medical needs have a right to admission to Nursery and/or Holiday Club. This policy provides a basis for ensuring they receive proper care and support. Most children at some time may have short term medical needs, whilst a few may have long term needs or allergies that require medicines in particular circumstances.

This policy states the procedures we will use to manage, store and administer medication as well as how long term illnesses will be managed.

This policy should be read in conjunction with the Asthma Policy which is a requirement of the Medications Policy.

### **1. Managing prescription drugs during sessions**

Medicines can only be taken in Nursery/Holiday Club when essential or detrimental to a child's health if not administered during a session. Only prescription medicines prescribed by a doctor or dentist will be accepted.

All medicines must be in their original container and have the following information on them; the child's name, the prescribed dose, expiry date, original written instructions provided by the prescriber on the method of administration, any side effects and expiry date.

### **2. Record keeping**

Parents will be asked to sign an authorisation sheet when bringing in the medicine and after each entry of it having been administered.

Staff will record the following information when receiving any medication:-

- child's name,
- prescribed dose
- expiry date
- written instructions provided by the prescriber
- signature of the parent/ guardian
- staff member to sign to record that the medicine has been administered
- a second staff member to witness and sign that medicine has been administered as per written guidance.

### **3. Storage of medicines**

Medicines should always be in their original containers and stored in accordance with the product instructions and where they are inaccessible to children. Any that require to be refrigerated will be kept in the fridge in the kitchen and be clearly labelled. Staff will not dispose of medicines, but will return them to the child's parent/carer.

### **4. Staff training**

If the administration of medicines requires technical knowledge North Star Nursery and Holiday Club will provide staff with opportunities for appropriate training by a qualified health professional, e.g. EpiPen. Training is specific to the individual child concerned.

