



Bright Start Day Nursery

Administration of Medication Policy/Procedure

Bright Start Day Nursery requests that parents/carers keep their children at home if they have any infection or are unwell and inform the Day Nursery as to the nature of the infection. The Officer can then alert other parents/carers, if necessary, and make careful observations of any child who seems unwell.

If a child has been prescribed antibiotics then Bright Start Day Nursery feel it is best if he/she stays home for the first 48 hours.

On returning to the Day Nursery if your child needs prescribed medication the following procedures will be followed: -

- All medication must be clearly labelled with the child's name, dosage and any instructions.
- The Medicine Consent Form will be used to record the name of the child receiving medication, name of medication, times of last dose and time at which the medication should be administered and signed by the parent/carer.
- Day Nursery staff may administer prescribed medication to children under their control. This may take the form of tablets, inhaler or liquid prescribed by the child's doctor, but only with written consent off the child's parent/carer and the completion of one of the Day Nursery Medicine Consent forms. All Day Nursery staff will be trained to administer the medication. Written records are then kept of all medicines administered to children, and parents sign their child's Teachcloud account to acknowledge the entry.
- The information from the consent form will be logged on the daily log in sheet/iPad and on the Staff Information board, using child's initials only.
- The child's named key worker will then take responsibility, under the supervision of the Officer, to administer the medication.
- All medicines will be kept in a locked cabinet or in the fridge if required.
- The Childs Medication Section on the TeachKloud App will contain all the information from the Consent Form but will also include time last dose was administered in the comments; date and time medication was actually given in case different, and signed by person who administers each dose.
- The parent/carer will sign the Childs Medication Section on the TeachKloud App to acknowledge the entry.