

## MEDICATION POLICY

### **Statement:**

Wisdom Kids Nursery places the child's well-being at the very core of the ethos of the setting. Most staff is first aid trained and always willing to administer medicine on site. We have named first aiders in the nursery who are responsible for matters regarding first aid. Please see the parent's notice board for information and updates.

### **Aims:**

It is our aim to safeguard and maintain the well-being of all children within the Nursery and the staff who look after them. WKN works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

### **Procedure for administering:**

- WKN administer medication to a child that has been prescribed by a doctor, dentist, or nurse prescribe and that is required for a long term illness or life threatening illness can be given.
- WKN requires written consent in advance from parents which clearly shows the date, dosage and expiry date.
- Staff administering medication signs medication book and the time given.
- Parents signs medication book when picking child up confirming medication given.
- At any time during the child attend nursery, if the staff deem that the child's health has deteriorated or they have concerns for his/her health, the parent will receive a telephone call to collect the child (or make arrangements for the child to be collected by another named person).
- The setting will make the child comfortable, be sensitive to their needs and isolate them as much as possible.
- In an emergency situation, an ambulance will be called for and parents informed immediately.
- The medicine should be provided in the original container as dispensed by a pharmacist and include instruction for administration.

- The setting will not be administering any medicine to any child, if the child refuses to take the medication. WKN staff is not allowed to force the child to take medication. Parents should be informed of the refusal on the same day.
- The setting will not accept a child into the group who has a short term infection that could be contagious to others.

Signed on behalf WKN Nursery \_\_\_\_\_ proprietor/manager

**December 2008**  
**Next review date: January 2010**