



## YSGUBOR FACH

### ADMINISTERING MEDICINES

Parents will need to give consent to Ysgubor Fach before any medicine can be administered.

If medicine is administered - the nursery has a medicine book which is filled in and signed by the member of staff who administers the medication. Parents will need to sign the medicine book when they pick up their child. If you do not sign the medicine book for every day you want us to administer the medicine we will not be able to administer it. All staff can administer all medicines and she/he will sign the medicine book to confirm that she/he has done so. This will also be witnessed by another member of staff signed and the medicine book will be signed by the witness also.

All medicines are kept in a cupboard out of the reach of the children or in the fridge. It is important that parents/guardians write the child's name clearly on any medicines. If there is no name on the medicine then nursery staff cannot administer the medicines. It is the parents duty to ensure that they tell the nursery staff how much medicine is to be administered and at what times.

Medicines will only be administered with written consent by parent/carers.

If it is a prescribed medication then the prescribed medication form should be completed at the beginning of the course on the first day only. For all following days that the same medicine is needed then a continuation sheet can be completed.

Medication will only be administered at the times stated by the parent/carer on the medicine form. The only time this will not be effective is if the child is asleep at the nominated time. As soon as the child awakens the medicine will be given. The time of the next dose will then be calculated by the medicine giver, along with the witness, in accordance with the time difference stated by the parent/carer. It will then be recorded on the medicine form.

The amount given will be the amount stated on the medicine form by the parent/carer. Should it be above the recommended dosage on the bottle or box then only the recommended dose will be given and the parent/carer informed. Should a parent/carer not complete the form clearly then a new one can be faxed or emailed to the parent/carer to complete and send back immediately. Should they not be able to do this then the medication will not be given and the parent/carer informed. When all medicine forms have been completed they are to be put away in the child's file. This is kept in a locked filing cabinet in the office. Where appropriate it may be necessary

for staff to attend specific training on administration of medicines e.g. epi pen training. We will source the best outlet for any training needs required.

If a child requires regular medication, then the Nursery will draw up a care plan for your child and we will go through this in detail with you.

*Our Policies and Procedures are reviewed yearly.*

*Many Thanks,*

*Eleri Thomas*