



## Medication Policy

SCOOSC will only administer prescribed medication when it is essential to do so, that is where it would be detrimental to a child's health if the medicine were not administered. Where a child receives medication three times a day, it is reasonable for SCOOSC to administer a maximum of 2 doses but only where the child attends for a full day.

### **Short-Term Medication**

SCOOSC is able to administer prescribed medication such as antibiotics in order to finish the course, or apply lotions. A Short Course of Treatment form giving prior written permission for staff to administer medication must be completed by the Parent. All short term medication must be returned to the parent at the end of the child's session.

### **Non-Prescribed Medication**

SCOOSC does not normally administer non-prescribed medication. With written advice from the child's doctor, the Manager may agree to administer medication such as anti-histamines. The parent must specify when the medication should be applied or administered. A Short Course of Treatment form giving prior written permission for staff to administer medication must be completed by the parent. **NB This includes Calpol, Calprufen and other like products. We are not able to administer these medications.**

### **Information**

When administering any medication SCOOSC staff must ensure they receive the following information:

- A signed and dated letter giving prior written permission for staff to administer medication completed by the parent (stating the name of medication, when the last dosage was given, the time and dosage that the manager will be required to give medication). Unless the child has a health care plan in place, it may be necessary for the parent to complete an entry on the Short Course of Treatment form for each day;



- Any written instructions where applicable;
- If the administration of medicines requires technical/medical knowledge then individual training will be required for staff from a qualified health professional. Training is specific to the individual child concerned.
- SCOOSC only accepts medication that is prescribed or purchased in a chemist. SCOOSC will not accept medicines that are not in their original containers as originally dispensed. All medicines must be clearly labelled with the child's name.

### Written records

Written records must be held by SCOOSC for two years:

- Members of staff administering medication are required to write the date, time, dosage and their signature when medicine has been given on the letter;
- The parents/carer will be asked to sign to acknowledge;
- Completed records and letters will be kept in the health and safety folder which is confidential.

### Health Care Plans

Where a child is prescribed medication for a medical need such as severe eczema or severe asthma the Manager may develop a Health Care Plan with the parent. The Manager will agree with the parent how to recognise when the condition is getting worse and when to administer medication. The parent must also complete the Continuous Treatment Form so that staff can administer medication.

Where the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be put in place with the parent, Manager and relevant Health Care professional. The parent must also complete the Continuous Treatment Form so that staff can administer medication. Advice from the relevant Health Care professional will be sought to determine whether the administration of the medication requires training.



Health Care Plans must be developed prior to the child starting at SCOOSC. If the condition develops when the child already attends SCOOSC then a Health Care Plan must be developed immediately with the input from the parents and appropriate Health Care Professionals. In some cases it may be necessary for childcare to stop until the Health Care Plan and appropriate training has been put into place. This will be determined by the Manager after consultation with relevant Health Care professionals. This is to ensure that the nursery remains a safe place for the child and ensures that staff can meet the needs of the child appropriately and provide the level of support that is required.

### **Right to refuse**

SCOOSC will make every endeavor to follow the parents/ carers instructions, but reserve the right to refuse a request to administer medicines whilst a child is in our care if the request is deemed unreasonable and not in the best interests of the child e.g. if the child is too unwell to attend SCOOSC.

Revised May 2012  
Elissa Alcazar.