



07 – Medication Policy

1. The online medicine from (Nursery Genie) must be completed by parents / carers before any form of treatment or medication can be administered to a child. All the information requested on the form must be completed including the issue number and expiry date of the medication.
2. Only medicines with prescription from the Hospital will be administered.
3. All medicines must be within their 'Use By' date and, where it is prescribed medication, the prescribed date must be valid. Under no circumstances will medicine be administered that is not stored in its original container or packaging.
4. The Orchard Day Nursery staff will only administer medication supplied by parents / carers.
5. Parents / carers may choose to leave a bottle or sachets of Calpol or similar product for staff to administer if necessary. In accordance with Exclusion Policy for Childhood Illness, the parent / carer will always be contacted by telephone prior to any medication of this nature being administered.
6. All medication must be clearly labelled with the child's name, date of birth and date of opening.
7. Should any treatment or medication require specialised knowledge e.g. injecting, appropriate staff must receive the appropriate training before administration can take place. This training will happen as soon as practically possible.
8. All medication will be stored out of children's reach in a locked container. If required, it will be stored securely in the medication fridge in the staffroom until it is needed.
9. No medication of any type is to be left in a child's bag. All medication must be handed to a member of staff on arrival and stored appropriately.
10. If a child has been supplied with and Epi-pen, this will be kept within reach for a trained practitioner to administer if an allergic reaction has occurred.

Issued by Nursery manager
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