

MEDICATION POLICY

Liberty Kids is only able to give prescribed medication such as antibiotics or for long term illness e.g. asthma.

If your child has been sick, had diarrhoea or has a raised temperature we will ask you to keep them at home for 48 hours after their last bout. We follow the Health Protection Scotland Exclusion Criteria for Childcare Guidelines.

Administration of prescribed medicines:

- All prescribed medicines must be stored in their original containers, clearly labelled with the child's name, date and expiry date.
- Antibiotics must have been administered by the parent/carer 24 hours before the child is accepted back into the Nursery.
- Parents/carers must sign a consent form at the start of each course of medicine for staff to administer the prescribed medicines. The Key Carer must administer the medicine with the Manager/Deputy or another senior member of staff in attendance.
- Before the medicine is given, the child's name and dosage on the container must be checked, by another member of staff, as well as the date.
- The time the medicine should be given must be checked and logged in the medicine consent form.
- The medicine consent form must be completed and then signed by both members of staff as soon as the medicine has been administered.
- The parent/carer must sign and date the medicine book upon collection of the child.
- Medicines only needing to be administered twice daily will be discouraged from being administered at Liberty Kids.
- Medicines must be stored out of the child's reach, in a separate container in the fridge, or in the office in a labelled container.
- The medicine should be administered to the child in such a way that affords them privacy. The child should be in a settled and relaxed frame of mind whilst the medicine is being administered.
- All medicine must be handed over to the parent/carer to take home at the end of each day.
- Staff must be familiar with the administration of certain medication (e.g. Nebulisers and inhalers for asthma, EpiPen). Parents/carers will be asked to show staff how to use them and so reduce the stress to adult and child.
- Training will be given to staff in the event of needing to use anaphylactic medicines such as an EpiPen.
- If medication such as EpiPen are to be administered 'Care Plans' must be provided by the child's doctor / health visitor upon the child starting.