



Cornbank Early Learning and Childcare Setting Medical Procedures



Policy Statement

The health of the children and staff is of paramount importance to Cornbank ELC. We follow guidance about 'Management of Medication in Daycare of Children and Childminding Services', Care Inspectorate and Midlothian's 'Administration of Medications for Children and Young People'.

Aims

- To ensure medication is administered appropriately.
- To ensure medication is stored appropriately.

Methods

- Parent/Carer completes MED1 form when supplying medication for the ELC staff to administer.
- Parent/Carer must sign form to state that they have already given at least one dose of new medication.
- Oral Medication must be prescribed and have the prescription label with child's name and dosage to be taken on the container. Other medications including nappy cream and sun cream do not need to be prescribed.
- Medication must be brought to setting by adult.
- Forms are signed by parent/carers and Head Teacher.
- Where a care plan is required the health visitor can assist in the completion of this document with parent/carers.
- Completed forms are kept in Medical Folder and also with medication.
- Asthma or Allergy bags also include care flow charts.
- If this is a long term medical condition, SEEMIS is updated to reflect this
- When administering medication, First Aider must have another member of staff supporting them.
- Both members of staff need to sign the 'Record of Medication' log.
- If a child refuses or spits out the medicine staff cannot force or re administer medications. Parents will be notified over the phone immediately if this happens.
- Expiry dates are checked weekly and parent/carers informed when medications need replaced.
- Medications will be stored according to the prescription label. Medication stored in the fridge will be stored in a plastic labelled (with the child's name and date of birth) container within the nursery fridge.
- If medication is to be given on a 'when required' basis staff must first phone the parent to ask if any medication has been given prior to arriving at Cornbank.
- If too much medication is administered to a child, medical advice should be sought immediately.

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