

Dispensing Medication

The Lyme Nursery is committed to ensuring that any child requiring medication whilst at Nursery will only be given medication at the written request of the parent/guardian. Each parent/guardian is given a 'Dispensing Medication Letter' and a series of 'Dispensing Medication Forms' within their 'New Starter Packs' to complete and return to the Nursery.

Medication Book

(Each Child Area is allocated their own Medication Book)

Instructions for Completing the Medication Book

(For Prescription Medication; Calpol; Cough Mixture etc)

When medication is brought into the Nursery by parents/guardians, staff are required to carry out the following procedure (if the parents bring in antibiotics please ensure that the child has had 24 hours at home - see Parent's Information section on Antibiotics.)

1. Ask the parent/guardian to complete the Medication Book, regarding the 'Instruction from Parent Section'. Staff must then sign to say they have read this.
(In the event of a parent who may be occupied with an upset child, staff can complete this section on the parent's behalf but the parent must sign to say they have read it.)
2. Ensure that the medication is clearly labelled before storing it appropriately e.g. refrigerator or out of child's reach.
3. Always check the label on medicine before you administer it. Check the dosage and frequency corresponds to parent's instructions (if in doubt inform Senior Management).
4. When you actually administer medication always ensure that you have another member of staff as a witness.
5. Staff must complete the Medicine Book to say that you have administered medication. Sign the Medicine Book ensuring that you get your witness to countersign the book. (Please make a note of any changes to medication e.g. change of time medicine given.)
6. Ensure parents sign the Medicine Book when they collect their child.
7. Fill in the child's diary sheet, ticking the medication box. Please ensure that if you have changed the time medication was given that this information is written in the diary, in case the parent does not collect the child. (e.g. a relative collects).
8. Ensure you endeavour to return the medication to the parent at the end of the day. (However, it is the responsibility of the parent to collect medicine).