**Medicine Policy**

Whilst we are caring for your child we are happy to administer medicine should the need arise providing you have signed a parental permission form for us to do so.

We can administer non-prescribed medicine, such as Calpol or Nurofen, but only with prior written consent of the parent and only when there is a health reason for doing so. In addition to the written consent for non-prescribed medication a member of staff will contact you via the telephone to receive verbal permission when the medication is due. This is to protect your child, staff when administering non prescribed medication.

If your child has a self-held medication (i.e. an inhaler) please obtain an additional one to be kept at the setting.

If your child has acute allergies and carries/needs an epipen, please discuss the matter with senior staff at the setting and a epipen needs to be left at the setting at all times. We will inform you when the pen needs to be replaced.

If your child needs to take medication prescribed by a doctor, please discuss this with us. The details of the medication will need to be added to the permission form. In some cases a child on antibiotics may be asked not to attend for 1-2 days in case they react to the medication and in some instances to prevent the spread of an infection to others.

It is vital that you inform us of any medication you may have given your child before they arrive into our care. We need to know what medicine they have had, the dose and time given.

When we receive any medication from yourself to administer it must be in its original bottle/container and not decanted. It must have the manufactures guidelines on it and if prescribed the details of the doctor/pharmacy. It must also be clearly labelled with your child’s name. We will ensure that all medication given to us will be stored correctly and we will check that it is still within its expiry date.

Staff will record all medication administered in a book and request a parental signature at the end of each day.