



Staff taking medication policy

Medication

Prescribed Medicines

Medicines should only be taken to nursery when essential; that is where it would be detrimental to a person's health if the medicine were not administered during the nursery 'day'.

If any medication needs to be taken, it should be done so on scheduled breaks or away from the children.

If a practitioner is prescribed a new medication, they should ask their doctor if this will in anyway affect their ability to care for children. If a practitioner suffers from any side effects from the medication that affects their ability to care for children, the nursery will ask the practitioners to seek medical advice.

If it is necessary to take prescribed drugs during working hours, the nursery manager or senior member of staff should be informed upon arrival at work and the practitioner will complete a form detailing the medication.

Non- prescribed medicines

If it is necessary to have non-prescribed drugs on nursery site (such as headache tablets) you should take the responsibility for ensuring that they are out of the reach of children and kept with your personal belongings.

Storage of medication

Arrangement should be made for the safe storage out of the reach of children

Confidentiality

The nursery manager or senior member of staff will always treat medical information confidentially. The manager will agree with the practitioner, who else should have access to records and other information about them.

Record keeping

The nursery will keep written records of all medicines taken by staff in their confidential folders which are located in the office.

Staff Fitness to Work & Staff Medication

- All nursery staff have a responsibility to work with children only where they are fit to do so
- Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy
- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager immediately
- The nursery manager / person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment
- Where staff may occasionally or regularly need medication, any such medication must be kept in the person's bag in the staff room. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children
- In all cases medication must be stored out of reach of children. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.