**Safe Storage and administration of Medication**

February 2021

**Safe storage of medication is primarily the responsibility of the nursery staff. The standards we expect are:**

1. Medication is stored in a safe place in the nursery.
2. All medicines must be stored out of reach of children.

**Risk Management**

* Because of the risks to vulnerable adults and children, GNFC nursery must ensure that all medicines are stored safely.
* If medication is found inappropriately placed anywhere in the nursery, we will make sure it is put in a secure place out of the reach of children and according to the instructions of the manufacturer for safe storage (it may need to be in a fridge)
* All medication is to be correctly labelled and a medication form filled in by the parents on arrival.
* When medication is required, it will be administered by a member of staff and witnessed by another member of staff. Both members of staff will sign the medication form written by the parent/carer on arrival of the child.
* The medicines can be kept in a refrigerator containing food but they should be clearly labelled. If they do not need to be refrigerated they will be kept in the nursery office in the small locked filing cabinet which cannot be accessed by children.
* There is restricted access to the refrigerator containing medicines.
* We will only dispense medication if a medicine form has been completed.
* We will never administer out of date medication even if instructed to do so by the parent/carer.
* All medication will be returned to the parent/carer at the end of the day, if it is left in the nursery after the required administration time it will be taken to be destroyed.