



Recording of Accidents and Medicines

Accidents and medicine forms are kept in separate books which are stored in the lockable cabinet.

Medicine: Details of the medicine are entered onto a **parental agreement form** and in the **medication record book** by the parent/member of staff and signed by the parent/carer *before* they leave their child in our care. On administering the medicine the staff member will fill out the medication record: stating the medication, time, amount and they will then sign to say they have administered it and record which member of staff witnessed this. This is then countersigned by a witness. Parents sign to say they have been informed of the dosage and time of administration.

In line with the guidelines issued March 2009 by The Medicine and Healthcare Regulatory Agency, we will only administer liquid paracetamol to children within our care along with any prescribed medication by a doctor has being issued to your child. Antibiotics can be administered after twenty four hours of taking at home.

Please note:

Liquid paracetamol should only be administered when a child has a temperature in excess of 37.5 degrees and when all other methods of lowering the temperature have been tried and parents have given their consent either in writing on arrival at nursery or by telephone. If parents cannot be contacted and the child's temperature remains high, medicine may be given providing the child has been in nursery for more than four hours.

Accidents:

Details of the accident are recorded on an accident form and signed by the staff witness. The account is countersigned by the Parent on notification.

Near Misses:

We take note of any near misses and record them in the incident file. Near misses are an agenda item at each staff meeting. If this is found to be reoccurring then a risk assessment is required.

This is a working document
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