



Administration of Medicine Policy

Aim

The aim of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

Responsibilities

It is the overall responsibility of the manager to ensure that there is written parental/guardian permission to administer medication to children during the session.

It is the responsibility of the staff to ensure that parent / carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation.

The medicine administration form must be signed again by the parent or carer signs when they are collecting their child. There will be no medication stored at nursery (only inhalers & skin creams will be stored), all medication will now be returned to parents each day.

Procedure

The procedure that follows must be adhered to by parents/carers and practitioners for the health and well-being of all children in the administration of medication:

- Staff members will not administer the first dose of medicine to the child – the child should have been given their first dose outside of the nursery to ensure that no allergic reaction is caused by administering medication
- Prior to the administration of medicine, we require written permission from parents/carers which clearly shows the dosage, date and expiry date of medication with the child's name clearly labelled. We will **NOT** administer any medicine that has not been prescribed for the child by a Doctor. We request that all medicines which are non-prescriptive, such as Calpol, are accompanied by a form which is signed by the

parent/carer. The form indicates when the child last had the medicine, and the dosage and frequency required. As the medicine is non-prescribed, parents/carer will sign a disclaimer to say that they are happy for staff to administer the medicine without having to first seek medical consultation.

- Our practitioners will administer non-prescribed medication for a maximum of 2 days, after which time they will no longer be able to continue giving the medication. At any time during the 2 days, if the practitioner believes that the child's health has deteriorated or they have concerns for his/her health, the parent/carer will telephone to collect the child (or make arrangements for the child to be collected by another named person).
- Nma's Playground Nursery request written permission for emergency treatment of continual illnesses, such as asthma where inhalers may need to be given on a long-term basis.
- Practitioners will be asked to attend training to meet specific needs relating to the administration of medication, or other health related matters.
- Practitioners will sign a consent form to say they are willing to administer medicine. The Setting Manager will make parents/carers aware of any changes in information.
- In any emergency circumstances, an ambulance will be telephoned and parents notified directly.
- No medication should be left in children's bags

The manager and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:

- Controlled Drugs: We will not be storing any controlled drugs within the nursery at any time. If a child requires administration of a controlled drug, then the parent must come along to the nursery to administer when required.

- Pain medications: All medications will be kept in a cupboard out of the children's reach; each child's medication will be kept in the "medication" container with the child's name on the bottle / box. Staff should record when medication comes into nursery, detailing the name of medication, child's name, date when the medication was given to the setting and date returned home. Nma's Playground Nursery has a policy of keeping a minimum supply of pain medication (Calpol) for children in emergency situations.
- Allergy Medication/Anti-histamines: These will be kept out of the children's reach and stored in the "medication" box within the nursery room with the child's name on the bottle / medication box. All details should be recorded on our medication record form. Returned home daily.
- Epi-pens: Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times, the setting should also be issued with one if possible. Only members of staff who are trained to administer this medication will be allowed to do so, whilst Nma's Playground Nursery aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Nma's Playground Nursery is kept up to date.
- Asthma Medications: The child should have an inhaler with them, which will be stored at nursery in the case of an emergency, each child's inhaler should be kept in our "medication" container, all details should be recorded on our medication record form. The form should also detail the date when the inhaler was given to the setting and returned home if applicable.

Monitoring



The Setting Manager will monitor practitioners to ensure the procedures are being carried out. Practitioners will be asked to give feedback on any areas of concern at meetings and to identify training needs that they may have.