

Administration of Medications

Purpose of Policy

The purpose of this policy is to ensure that 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.

Who is Responsible?

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.

How will the policy be implemented?

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name / dosage must be on the medication bottle.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form. A new entry should be completed where there is change in circumstances.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a doctor's letter.
- The medicine administration form will detail the name of the qualified practitioner who administered the medication, and another staff member will sign as a witness to the administration of the medication.
- Before medicine is administered, the designated member of staff should check the medicine administration form for any changes. The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when

they collect their child. Medicines to be stored in the fridge will be stored in a plastic lidded box, clearly named and dated.

Administering Medication

- If any controlled drug, such as morphine, is brought into the nursery to be administered to the child, staff must advise parent to see the management team who will follow inform parents that they must return to nursery to administer. **Under no circumstances** is the medication stored in the nursery or administered by staff.
- At no time should the medication form be completed in pencil, must be in pen.
- Parents should be signing their names and not printing.
- Parents signature must be clearly seen at the bottom of the medication form.
- It must be clearly stated why the child is on medication.

If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated in the medication form.

- Medication must be stored accordingly in sealed containers in fridge or cupboard.
- No medication should be left in children's bags.

Auditing Medication

- Medication forms will be checked daily by the senior staff that will sign forms and countersigned by the managers.
- All medication forms should be easily accessed to the managers in all the playrooms.
- Management will audit all medications brought in and out of the nursery, this will be countersigned by the managers. Medications **MUST** be returned home daily except otherwise stated by parents and agreed by nursery.

The nursery will not administer any nonprescription medication containing aspirin.

- Giving non –prescription medication will be the last resort, and the nursery staff will use other methods first to try and alleviate the symptoms e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parent collects the child.

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 "medicine locker 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. Merry Kidz Day 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 "medicine locker" in the office with the child's name on the bottle / medication box. All details should be recorded on our medication record form. Medication should be 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 Merry Kidz Day 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 Merry kidz day 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, and 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.

Injections, Pessaries, Suppositories:

We will not administer the above without the appropriate training for every member of staff caring for this child. This training is specific for every child and not generic.