



## Administration of Medication Policy

### Purpose of Policy

The purpose of this policy is to ensure that all medication administered to children has been authorised by the child's parents/carers. Only authorised members of staff (qualified practitioner's) will be allowed to administer medication, accurate records of any medicines administered must be kept.

### Who is Responsible?

It is the overall responsibility of the manager to ensure that there is written consent from the child's parent/carer before administration of medication. It is the responsibility of the staff to ensure that the parent/carer of the child completes a medication form prior to any medication being administered including a signature of authorisation. The medicine administration form must be signed again by the parent/carer on collection of the child.

There will be no medication stored at the setting (only inhalers and skin creams) all medication will 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 allow 24 hours after their child's first dose to ensure no allergic reaction is caused by administering of medication.
- Members of staff may only administer prescribed medication to a child with written consent of the parent/carer and clear instructions with child's name/dosage must be on the medicine bottle.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must complete and sign a medicine form. A new entry should be completed where there is change of circumstances.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this timescale 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 member of staff will sign as a witness to the administration of the medication.
- Before medicine is administered, the designated member off staff should check the medicine form for any changes.

- The medicine form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witnessed and countersigned by the parent/carer when they collect their child.
- Medicines to be stored in the fridge in a plastic lidded box, clearly named and dated.

### Administering Medicines

- If any controlled drugs, such as morphine, is brought into the setting to be administered to the child, staff **must** advise parent to see the management team who will inform parents that they must return to the setting to administer. **Under no circumstances** is the medication stored in the childcare setting or administered by staff.
- At no time should the medicine form be completed in pencil, always pen.
- Parents should be signing their names not printing.
- Parents signature should be clearly seen at the bottom of the medication form.
- It must clearly state **why** the child is on medication.
- Medication must be stored accordingly in a sealed container in the fridge or cupboard.
- 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 setting at any time. If a child requires administration of a controlled drug, then the parent must come along to the setting to administer when required.
- Non-Prescribed Medication: Parents can supply the setting with 2 sachets of pain relief at one time, these will be kept in their child record folders, out of reach. We will then inform parents when new ones need to be supplied. Growing Patch has a policy of keeping a minimum supply of pain relief medication (Calpol) for children in emergency situations.

The nursery reserves the right to refuse to administer non-prescribed medication if we feel that it is not in the best interest of the child. Growing Patch will **ONLY** administer non-prescribed medication for high temperatures and signs of teething. The nursery will not administer non-prescribed drugs more than once a day and only for the maximum period of three days. If a child's temperature or health does not improve within an hour the child will need to be collected.

- Allergy medication/ Antihistamines: These will be kept out of reach of the children's reach and stored in the "Medication" box within the kitchen with the child's name on the bottle/medication box. All details should be recorded on our medication form. Returned home daily.
- Epi-Pens: Where a child requires an epi-pen for allergic reactions, the child must always carry one with them, the setting should also be issued one if possible. Only

members of staff who are trained to administer this medication will be allowed to do so, whilst Growing Patch aspires all members of staff receive the required training, parent that it is their responsibility to ensure that their children's medication requirements are up to date and that Growing Patch is kept up to date.

- Asthma Medications: The child should have an inhaler with them, which will be stored at the setting in the case of an emergency, each child's inhaler should be kept in our "medication" box, all details should be recorded on our medication form. The form should also detail the date when the inhaler was given to the setting and when returned home.