



## **Administration of Medications**

### **Purpose of Policy**

The purpose of this policy is to ensure that all prescribed 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 prescribed medication and accurate records of any medicine administered must be kept.

### **Who is Responsible?**

It is the overall responsibility of the Manager / Deputy Manager / Supervisor / Room Leaders to ensure that there is written parental/guardian permission to administer prescribed 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 prescribed medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer when they are collecting their child.

There will be no medication stored at nursery (only inhalers, antihistamines, teething powders / gel & skin creams will be stored), all other medication will now be returned to parents / carers each day. Inhalers, antihistamines, teething powders / gel, and skin creams can be stored at nursery, and these will be audited / recorded each month. Parents / carers will be given a monthly review sheet to complete for any long-term medication.

It is nursery policy to only administer prescribed medication. Therefore, all medication that is taken into nursery must be prescribed by a doctor or Pharmacist and it will only be administered by staff at nursery if all details are accurate on the prescription label, such as, the reason medication is being administered, child's name, amount, recently prescribed. It is extremely important that your child does not attend nursery if they are unwell. We understand that babies will suffer from teething for a period and may require powders, bonjela and sometimes calpol on a regular basis, this is fine, but unless it is "ashton & parsons" or "bonjela", then we will need prescribed medication. As our policy states that children with a fever will require calpol / ibuprofen, but as we do not store medications it will sometimes require parents to come along and collect their child or administer the prescribed medication. We understand that getting out of work can be difficult, but we must adhere to the nursery policies.

Please note that if your child is poorly and requires medication for fever, then we will follow NHS Exclusion Guidelines and your child will be unable to attend nursery until the temperature remains at a normal temperature for 24 hours without medication. Should your child have a cold / flu like symptoms we ask for you to keep them at home for at least 24 hours where they can recover fully and not come to nursery unwell.

To clarify the above, nursery WILL NOT accept any medication that is not prescribed by your GP or Pharmacist. If your child requires over the counter medication, then your child is not well enough to attend nursery.

Please note that "prescribed medication" refers to all oral medication.

### How will the policy be implemented?

- Staff members will not administer the first dose of prescribed medicine to the child. Parents / carers should have given their child one dose to ensure no allergic reaction is caused by administering the required 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 clearly detailed on the medication bottle.
- Where members of staff are required to administer prescribed 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 prescribed 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 prescribed medication, and another staff member will sign as a witness to the administration of the medication.
- Before prescribed medicine is administered, the designated member of staff should check the medicine bottle and administration form for clear instructions.
- The medicine administration form should be completed each time the child receives their prescribed 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.
- Prescribed medicines to be stored in the fridge will be stored in a plastic lidded box, clearly named, and dated.
- It is the parent / carers responsibility to ask staff for the medication at the end of the day. Little Dreams cannot be held responsible for short term medication left at nursery overnight.

### Administering Medication

- If any controlled drugs, such as morphine, is brought into the nursery to be administered to the child, staff **must** advise parent / carer to see the management team who will inform the parents / carers that they must return to nursery to administer, as staff will not be administering any controlled drugs. **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 / carers should be signing their names and not printing.
- Parents / carers signature must be clearly seen at the bottom of the medication form.
- It must be clearly stated **why** the child is on medication.
- 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 staff who will sign forms and countersigned by the Manager, Deputy Manager or Supervisor.
- All medication forms should be easily accessed to the Manager / Deputy Manager in all the playrooms and must be in the **green clipboard**.
- Management will audit all medications brought in and out of the nursery, this will be countersigned by the Manager / Deputy Manager. **Medications MUST be returned home daily.**

The Manager, Deputy Manager and all staff must ensure that all prescribed 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 prescribed 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 / carer must come along to the nursery to administer when required.
- Pain medications: All prescribed medications will be kept in a cupboard out of the children's reach; each child's prescribed medication will be kept in the "medication" container with the child's name on the bottle / box. Staff should record when prescribed 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.
- Allergy Medication/Antihistamines: These will be kept out of the children's reach and stored in the "medication" box within the playroom with the child's photo, name, and expiry date on the 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, this must be always easily accessible throughout the day, the setting should also be issued with one to remain at nursery if possible. Only members of staff who are trained to administer this prescribed medication will be allowed to do so, whilst Little Dreams 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 Little Dreams Nursery is kept informed with up to date and accurate information.
- 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. All inhalers will be stored in an individual container for each child with their photo, name, and expiry date. The form should also detail the date when the inhaler was given to the setting and returned home if applicable.