

## **Administration of Medication policy**

### **Aim**

We aim to ensure that medication is administered to children safely.

We aim to protect members of Hardington Day Nursery by providing safe guidelines to administer medication.

We aim to protect other children from infectious diseases.

### **Methods**

We agree to administer medication which is prescribed by a doctor and it is not possible to fully manage the medication at home. Ideally prescription medications should be administered at home by a parent, however we recognise that this is not always possible due to the number of doses required. A medication that could be fully managed at home will not be accepted by nursery staff.

We will only administer non-prescribed medication for a total of three consecutive days, inclusive of any days where the child has been administered the medication at home. Following the three days, a prescribed medication, or letter from the child's doctor or a pharmacist is required for continued administration. Non-prescribed medicines will only be given for reasons that do not compromise, or possibly compromise another child's health. For example, we may give paracetamol to children who are teething or following immunisations, but not for unexplained high temperatures as this may be an early symptom of a communicable illness such as chickenpox, tonsillitis, meningitis etc.

For on-going or occasional prescribed medication, such as inhalers, laxatives, eczema creams etc. which is to be kept at nursery, an on-going medication form is filled in. On-going or occasional medication must be administered with the approval of another member of staff including a first aider. Parents must inform us if their child has received medication before attending nursery.

Parents may choose to complete a general consent for the nursery to administer emergency non-prescribed medication such as paracetamol or antihistamine, and provide those medicines to be kept at nursery in case of the child becoming unwell whilst at nursery. These medicines must be clearly labelled. Staff will not give any medicines unless they are 100% sure that the child has not already received a dose at home, within the limits of the medication.

All non-prescribed medicines will only be given after consultation with a first aider and providing the correct consent form has been received.

We are unable to give any type of non-prescribed medication whilst the child is also receiving prescribed medication. Unless we are given written confirmation that both types of medicine are safe to be taken together. (from a health professional)

### **Medicine Records**

Prior to receiving any medication we collect the following information from the

parent/carer: Name, Date of Birth and Address of child, date or circumstances that medication is to be given, times of administration, specific details e.g. orally, drops, dosage etc. and date and time of the last administration of medication. Both parent and a senior member of staff check and sign the information given, and record what time the medication was given to the nursery.

All medication must be clearly labelled with the child's name. The medication must be checked on entry against the form, ensuring name, and dosage is correct. We will not administer a higher dosage than what is stated on the medication in any circumstances.

Medications must be administered by a senior member of staff or those that have been named as competent to administer medication with a witness. The medicine must be checked by these two persons before administering to the child. The date and time of the administration is recorded on the medicine form and staff sign to identify the administrators.

This record is shared with parents on collection of their child, who sign to confirm they have been informed. If the medication is to be taken home, staff again check the medicine bottle to ensure the correct medicine is being sent home. All medicine records are kept in adherence with our data protection, and confidentiality policy.

### Storage of Medication

All medication is to be kept either in the fridge in the Little Ladybirds if refrigeration is necessary or in a cupboard in the room where the child is based if immediate access is required. Any medications not fitting in either of the above must be kept in the nursery office. No medications of any kind are to be kept in a child's bag, drawer or basket. No medications are to be kept in any other fridge within the nursery. Staff medication must be kept in the staff room, or in the medicine cabinet in the office. No medicines are kept in any other room within the nursery. This includes tablets, lozenges and creams, this list is not exhaustive. Inhalers or other emergency medication such as epi-pens may be kept in a high cupboard in the room which the member of staff is working in.

All medications are to be kept in their original containers and clearly named.

For the purpose of trips and visits outside of the nursery any relevant medication must also be taken on the trip.

This policy was created on 1<sup>st</sup> November 2010

Last Revised: June 2016

Date to Revise: On or before as necessary June 2017

Signed on behalf of Hardingstone Day Nursery