



## ADMINISTRATION OF MEDICATION POLICY

### POLICY STATEMENT

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree (on an individual basis) to administer medication as part of maintaining their health and well-being, or when they are recovering from an illness.

In many cases, it is possible for your child's GP to prescribe medication that can be administered at home in the morning and evening. If children are contagious, they **must not** return to nursery until they are fully recovered and have completed the course of medication. It is advised that parents keep their child at home for the first 48 hours following the initial dose of medication, to ensure that there are no adverse effects, as well as to give time for the medication to take effect.

These procedures are written at the discretion of the Nursery Manager. The Manager is also responsible for ensuring all staff understand and follow these procedures.

The Manager/Deputy Manager is responsible for the correct administering of all medication to children. This includes ensuring that parent consent forms have been completed in full, that medications are stored correctly and that records are kept according to procedures. In the absence of the Manager or Deputy Manager, a named first aider should be responsible for administering medication.

### PROCEDURES

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. The medicine must be in date and prescribed for the current condition. Medicines containing aspirin will only be given if prescribed by a doctor.
- Children's paracetamol syrup will be administered to children only with verbal consent of a parent, in cases of a high temperature. This is to prevent febrile convulsions and where a parent or named person is on their way to collect the child. Children must be collected within 30 minutes.
- Children's prescribed medicines are stored in their original containers, are clearly labelled with the child's name and date of birth and are inaccessible to children.
- Parents must give prior consent to the administration of medication. Staff receiving the medication must ask the parent, who brings the child to the setting, to sign a form stating the following information. **No medication may be given without these details being provided:**
  - I. full name of child and date of birth;
  - II. name of medication and strength;
  - III. name of person who prescribed the medication;

- IV. dosage to be given in the setting;
  - V. how the medication should be stored and the expiry date;
  - VI. any possible side effects that may be expected should be noted; and
  - VII. signature and printed name of parent and date.
- The administration of the medication is recorded accurately each time it is given and is signed by the staff member administering it. Parents should sign the record book to acknowledge the administration of a medication. The medication record book records:
    - I. full name of child and date of birth;
    - II. name of medication and strength;
    - III. the date and time of dose;
    - IV. dose given and method; and is
    - V. signed by the Manager/Key Person; and is
    - VI. verified by the signature of the parent collecting the child at the end of the child's session.

### **STORAGE OF MEDICINES**

- All medication is to be stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for the storing of medication, the medicine should be kept in a marked, plastic box.
- The child's Key Person is responsible for ensuring the medication is handed back to the parent at the end of the child's session.
- For some conditions, medication may be kept in the setting. The Manager/Deputy Manager should check that any medication held to administer on an 'as and when' basis, or on a regular basis, is in date and that any out of date medication is returned to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training should be provided for the relevant member of staff by a health professional.
- No child may self-administer without direct supervision and parental consent. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Key Person what they require. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

### **CHILDREN WHO HAVE LONG TERM MEDICAL CONDITIONS & WHO MAY REQUIRE ONGOING MEDICATION.**

- A risk assessment should be carried out for each child with long term medication conditions, who may require ongoing medication. This is the responsibility of the Manager, alongside the Key Person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medication conditions, key staff will need to have training to acquire a basic understanding of the condition, as well as how the appropriate medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.

- A health care plan for the child is drawn up with the parent, outlining the Key Person's role and what information must be shared with other staff who care for the child.
- A health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more, if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted, etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

**PLEASE NOTE THAT THE ADMINISTRATION OF ALL MEDICATION IS AT THE DISCRETION OF THE NURSERY MANAGER/DEPUTY MANAGER.**

**IF WE FEEL THAT YOUR CHILD IS NOT WELL ENOUGH TO ATTEND NURSERY ON ARRIVAL, WE WILL ASK YOU TO RETURN HOME WITH YOUR CHILD UNTIL THEY ARE FULLY RECOVERED AND WELL ENOUGH TO ATTEND THE SETTING.**