



## Administration of Medicine Policy

The following details how and when medicine will be administered in the nursery. However, the final decision regarding the administration of all medicines is the responsibility of the Nursery Manager or Deputy Manager.

Only medicine prescribed by the child's doctor or with a letter from the child's doctor will be administered by senior staff in the nursery where possible. This will be administered according to the instructions on the label.

Trained members of staff are authorised to administer emergency medication.

This policy will be reviewed when changes arise. A copy of this policy can be obtained from the Nursery Offices or downloaded via our website.

**All parents will be asked to sign a copy of this policy on admission of their child.**

### Contract with Parents

- Parents will be introduced to the policy and procedure for giving medication during the admission interview and will be informed that the Nursery will not accept non-prescription medication, for example cough mixture.
- Parents should be aware that in all circumstances they should have given medicine prior to expecting the Nursery to administer it, so that the child has no proven allergic reaction.
- When antibiotics are prescribed, the child should remain at home for the first 48 hours.

### Procedure for Administering Medicines

- The Child's Keyperson will be the named staff to give and witness medication. If these people are not available, the Nursery Manager or Deputy will nominate another member of staff.
- If a syringe is supplied with a child's medication the syringe must be used to administer the medicine.
- A medicine spoon cannot be used unless the dosage is 2.5mls or 5mls is stated on the medicine spoon.
- If a syringe is not provided and the medication dosage is not 2.5mls or 5mls the Nursery will not administer the medication.

### Accepting Medicines

- Great care is to be taken when accepting medication for children.
- Parents are expected to complete in full an authorisation form to give instruction for the Nursery to administer medication. This must be signed and dated by the parent prior to the medication being left at the Nursery.
- The child's key person and witness will be responsible for checking that the authorisation form is completed and that the information given is clear and in accordance with the instructions printed on the medication.
- Authorisation forms to give medication are to be kept on file for five years. The Nursery Manager will be responsible for maintaining a file, which is to be kept in a secure place.

- The member of staff accepting the medication must ensure it is stored safely in accordance with the procedures below.
- The senior member of staff on duty must check that the medicine is labelled for the child with the correct name and that the expiry date is still valid. If there is any doubt regarding the medication, staff must not accept it and refer the parent to the Nursery Manager. Out of date medicine must not be kept in the Nursery and should be disposed of in a safe manner. The correct way to dispose of these medicines is to return them to a pharmacy.
- The Nursery Manager has the right to decline accepting any medication if there appears to be any uncertainty.

### **Storage of medication**

- All medication brought into the Nursery must be stored out of reach of the children.
- All medication must be clearly labelled with the child's/person's name.
- Parents should be informed of the policy for the storage of medicines and the importance of this procedure.
- When staff, students and volunteers bring medication into the Nursery, they should inform the Nursery Manager/Deputy Manager.
- The place designated for storing medicines that have to be kept cold, e.g. antibiotics, is the Tupperware box labelled "medicines" in the kitchen fridge.
- All other Children's medicines, e.g. inhalers and creams, are to be stored in the medicine cabinet in the designated area.
- Other types of Staff medication, e.g. inhalers, creams and tablets, are to be stored in the staff's own bag or locker in the staff room.
- Staff are allowed to bring in non-prescription medication but do so at their own risk.

### **When giving medicines, the following points must be followed:**

- **Two members** of staff must be present before giving medication: **Person One** will check the child's name, time medicine is due and dosage with the printed label and with the parents' written instructions, **Person Two** must agree this information is correct.
- Medicine is to be given following exactly the above information.
- The members of staff are to sign in pen against the medication given.
- The medication must be returned to the storage place, out of reach of the children.

### **If there is a mistake made while giving medication, this MUST be reported immediately to the Nursery Manager or Deputy, who will take the following appropriate action:**

- Contact the parent of the child without delay.
- Monitor the child closely and record any unusual behaviour/symptoms.
- Contact the pharmacy or G.P. who prescribed the medication for advice.
- At the earliest opportunity following the incident (within 24 hours) all staff involved must complete a detailed written account of what happened. These documents will be kept and used as appropriate.

### **Emergency Medication**

- Parents /carers must provide any emergency medications e.g. EpiPen reliever (blue) inhaler with spacer. The pharmacy label must be attached to the medication.
- It is parents/carers responsibility to ensure emergency medication is in date and that there is sufficient amount in the setting.
- Emergency medication will be kept in the setting and always accessible (never in a locked cupboard/room).

- Emergency medication will accompany the child on any off-site visits and will be kept by the member of staff who will be administering it, should it be required.
- Staff who agrees to administer emergency medication will have training from an appropriate health care professional.
- In the event of a child refusing to take emergency medication we will follow our emergency procedure and always call for an ambulance. Parents/ carers will be informed as soon as possible.

### **Refusing Medication**

- If a child refuses to take medication, staff will not force them to do so.
- The refusal will be noted, and parents/carers will be informed as soon as possible on the same day.
- We will not restrain a child to administer medication unless it is an emergency (e.g. EpiPen).

### **Infant Paracetamol / Infant Ibuprofen Policy**

- It is our policy that sick children need to be at home in order to recover from sickness where they are more comfortable, this includes both infectious and non-infectious illness. Nursery life can be demanding, and the environment is not conducive to supporting children's recovery.
- In the interests of the child's wellbeing infant paracetamol/ibuprofen should not be administered to the child so that they can attend nursery nor for the sole purpose of keeping the child at nursery.
- If the child is ill enough to need such medication, then the child is not well enough to be attending the nursery and we ask that parent/carers therefore keep the child at home.
- It is imperative that parents/carers adhere to this policy and are honest with us throughout so that risks of masked symptoms and/or overdosing are avoided.
- If it is the case that the parent has administered medicine for high temperatures that morning, then the child should not attend the Nursery setting until consulting their GP.

### **Calpol/Piriton Administration:**

- The nursery is able to administer Calpol when a child has temperature of 39°C and Piriton to children over 1 year old in the event of allergic reactions.
- Upon joining the nursery parents will be asked to sign a form to give permission to administer these medicines in emergency circumstances, although where possible parents will be contacted to give verbal permission prior to the medicine being given.
- The amount of Calpol/Piriton administered will relate to the amount stated on the packaging and according to the child's age.
- These medicines will be administered in emergency situations only and not as a means for the child to remain at Nursery that day. Parent/Carers must make arrangements for their child to be collected from Nursery upon receiving the initial phone call.