Administration of Medicines Policy

From time to time every child will become ill and may require some time away from nursery to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. Parents must keep the nursery up to date on their child’s medical needs and condition.

***There are However a Few Exceptions:***

* When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or two.
* Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler (see Children with Asthmatic Symptoms below).
* The nursery will agree to administer prescribed medicine if it is an ongoing situation or a regular low dosage which requires to be administered i.e. eczema cream. The parent will have to provide written consent for this to be carried out.

# ***Prescription Medicine***

Medicines will only be given to a child that has been prescribed to them by their medical practitioner. It must have a label on with the child’s name and details.

***Procedures for Employees Administering Medicines/Record Keeping.***

* The parent/carer must advise the staff when the last dose of medicine was administered to the child, prior to attending nursery and at what time the next one should be given.
* The parent has to confirm to the nursery whether or not the child has previously taken the medication and, if so, whether s/he experienced any reaction to the medication.
* All correct paperwork to be signed by parents.

***Employees Administering Medicine Must Check:***

* The child’s Name Is On The Medication.
* Details of Prescribed Dose.
* Expiry Date Of The Medicine.
* Storage Details.

***Administration of Medicines Procedures***

* ALL medicine administrations MUST be supervised by staff and appropriate paperwork complete.
* Written instructions provided by the prescriber on the label or original container.
* The parent/carer must complete and sign the Medicine Administration Form permitting staff to administer the medication.
* Employee/s must record the time and dosage of all medication administered on the medicine form.
* Employee/s must have a witness to the medicine being administered.

***Non-Prescription Medicines***

* The setting does not normally accept medicines that have not been prescribed by a medical practitioner unless it has been discussed with management.
* The management will agree for the staff to administer non-prescribed medicine if it is an ongoing situation or a regular low dosage, which is seen to make a positive impact to the child i.e. eczema cream. We will need information in writing for this.
* Children are only given non-prescribed medicine e.g. Calpol providing a parent/carer has completed and signed a Parental consent form. The Statutory Framework states that “medicine must only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent/carer”.

 (A Parental consent form must be completed).

* A member of staff cannot administer other non-prescribed medicines. Parents can return to the nursery during the day to administer non-prescribed medicines if they feel their child needs the medicine, such as cough mixture etc.
* If you do not fill a form out in the morning and your child develops a high temperature we will contact you and you can either take your child home, provide written consent via email stating the dosage and the time to be given (a Calpol form must be signed on collection of your child) or come in to the nursery to administer the Calpol yourself.
* A follow up phone call to parent/carer will be made if temperature has not reduced within 30 minutes and the child must then go home.
* In line with the new revised Statutory Framework we will now ***not*** be able to ring the parent to gain verbal permission to administer Calpol to your child if they are unwell.
* If you think your child may become unwell during the day or may need Calpol then please fill a Calpol form out in the morning.

***Child’s Storage of Medicine***

***AT NO TIME IS MEDICINE, EPIPENS, INHALERS ETC TO BE LEFT IN A CHILD’S BAG – ALL MEDICATIONS MUST BE HANDED IN TO A SENIOR MAMBER OF STAFF IN YOUR CHILD’S ROOM.***

* Medicines deemed to need to be accessible – eg. inhalers- must be in the locked first aid unit on the wall in the wing your child’s room is based i.e. preschool wing or toddler wing which is out of reach of children and kept locked.
* Children with inhalers must know where they are and to know that they must ask a member of staff for it.
* The nursery will not administer any medicine that is not in the original container, clearly labeled with the child’s name and the dosage.
* Unit staff / keyworkers to be responsible for their storage and administration.
* The Nursery will only follow the dosage instructed on the container.
* Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
* Medicines should only be kept while the child is in attendance at the nursery.
* Any unused or outdated medication will be returned to the parent/carer for safe disposal.
* Children’s medication will be stored either in the medicine cabinet or in the utility room, in the fridge, in the medication box. The child’s name will be clearly labeled on any medication stored at the nursery.

***Disposal of unused medication***

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term’. (Managing Medicines Guidance – DfES March 2005)

## *Children with Asthmatic Symptoms*

* Employees are permitted to administer prescribed inhalers for asthmatic symptoms but they are not permitted to administer any form of syringe type treatment.
* An asthma inhaler consent form is available for parents to complete if their child has asthma.

***Role and Responsibilities of Staff Administrating Medicines***

Nursery employees are under no obligation to administer or supervise giving medicines to children and neither they nor the management will be liable for any contra-effects or missed doses. Employees of the Nursery have the right to refuse to administer any medications they do not feel confident about administering.

***Refusal of Medication***

If a child refuses to take medication staff will not force them to do so. Parents will be contacted straight away, and asked to return to nursery to administer the medicine; if refusal results in an emergency situation the procedures below will be followed.

***Medical Emergency Procedures***

* An ambulance will be used in all medical emergencies - not personal transport.
* The Nursery’s risk assessments regularly review emergency procedures and storage and administration of medicines.

See also:

* Medicine administration Forms
* Staff Medication Policy