

Administering medicines

Policy statement

The Life Nursery promotes the best possible care. As children will only attend The Life Nursery for three hours per day, either mornings or afternoons, it is unlikely that they will need to take medication during their session. However, we understand that some children attend The Life Nursery for a full day and may require medication during this time.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the nursery. If a child has not had a medication before, we advise that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

The Life Nursery staff are responsible for administering medication and the correct dosage of medication to children who attend the nursery. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. The Manager or Deputy Manager are responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

Procedures

- Children taking prescribed medication must be well enough to attend the nursery.
- We will only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol), may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as recovering from an operation. The administering of un-prescribed medication is recorded in the same way as any other medication. Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, a member of staff will check that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. A member of staff receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- the full name of child and date of birth
 - the name of medication
 - who prescribed it
 - the dosage and times to be given in the nursery
 - its expiry date
 - the signature of the parent, their printed name and the date
- The administration of medicine is recorded accurately on the medication form each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the session/day and asked to sign the medication form to acknowledge the administration of the medicine.
 - If the administration of prescribed medication requires medical knowledge, The Life Nursery will obtain individual training for the relevant / all members of staff by a health professional prior to the child returning back to nursery or starting nursery.
 - The Manager/Deputy Manager will monitor the medication record forms to look at the frequency of medication given in the nursery. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Storage of medicines

- All medication is stored securely in the office or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The Manager or Deputy Manager is responsible for handing back the medicine back at the end of the session/day to the parent.
- For some conditions, medication may be kept in the nursery to be administered on a regular or as-and-when-required basis. The Manager or Deputy Manager will check that any medication held in the nursery, is in date and return any out-of-date medication back to the parent.

Children who have long term medical conditions and who may require ongoing medication

- The Life Nursery will carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of the Manager or Deputy Manager.
- Parents will also contribute to a risk assessment. They will be given a tour around the nursery, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, staff will have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. This needs to be undertaken prior to the child returning / starting nursery.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- An individual health care plan for the child is drawn up with the parent; outlining the role of staff and what information must be shared with other adults who care for the child.

- The individual health care plan will include the measures to be taken in an emergency.
- The Manager or Deputy Manager will review the individual health care plan every six months, or more frequently 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 individual health care plan and each contributor, including the parent, signs it.
- A health care plan that is done by either the nursery or health care professionals need to be completed before the child starts / returns to nursery.
- If the child attends nursery without their medication, they **MUST NOT** be allowed in nursery.

Managing medicines on trips and outings

- If children are going on outings, a member of staff will accompany the child with a risk assessment, or another member of staff / parent who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Inside the box is a copy of the consent form and a medication form to record when it has been given, including all the details that need to be recorded in the medication form as stated above.
- On returning to the nursery the medication form will be signed by the parent and stored in its original folder.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

Training

Where a child needs emergency treatment, eg an EpiPen for a serious allergy, discussions with parent/carers and healthcare workers will take place and appropriate training given to staff prior to the child starting nursery or returning to nursery.

Paediatric First Aid Training

All our staff will attend the above training and certificates are displayed on the 'Staff Notice Board'.

Legal framework

- The Human Medicines Regulations (2012)
- Early Years Foundation Stage (2024)

This policy was reviewed by Louise Gray, Nursery Manager and Kirsty Beck Deputy Manager – September 2024

Read and understood by:-