



Administering Medicines Policy

(Updated April 2023)

Aim

- To ensure that we have all the relevant information related to the child's illness and reason for medication.
- To comply with guidelines and regulations on administration of medicine.

Objectives

- To ensure Nursery staff follow instructions and comply with the correct manufacturers' usage of any prescribed medication.
- To protect the child from further illness or reaction.

Operating policy

When parents send medication to be administered at school, they must complete a consent form which is kept in the first aid folder. The parent/guardian must sign the consent form to say that they accept all responsibility for the Nursery when administering medication. The Manager will check the form and the medication.

A drugs/medicine register will be kept showing:

- The child's name.
- The type of drug/medicine administered.
- The date and time drug/medicine was administered.
- The required dosage.
- The name and signature of person administering drug/medicine.
- The name and signature of the witness.
- The time of notification to child's parents/guardian when an administration of drug/medicine was given in an emergency.
- Note of any known allergy to medication suffered by children attending the nursery.

If a child needs to be given emergency treatment such as insulin or an antidote for an allergic reaction there should be a written procedure from the parents/doctor which is kept in the first aid folder. This should clearly explain the administering details.

The Nursery would only administer emergency treatment in the case of an extreme emergency. Parents will be informed should there be a need for an ambulance or if the child is taken to the hospital. The Manager will accompany the child in the ambulance.

Advice can be taken over the phone from an emergency medical team till the ambulance arrives.

The Nursery will train all staff in the use of epipens, anti-allergy medication and ventolin for Asthma.

The nursery should be released from any responsibility should the child have a reaction to the Medication.

Administering of Prescribed Medicine (if necessary)

Aim

- To ensure that we have all the relevant information related to the child's illness and reason for medication.
- To comply with guidelines and regulations on administration of medicine.

Objective

To ensure nursery staff follows parent's instructions and comply with the correct manufacturers usage of any prescribed medication.

Operating policy

If a member of staff is asked to administer medicine, firstly, they should check the signed consent form which is in the first aid folder. The Manager must be informed.

Parents accept all responsibility for the Nursery administering their child with medicine and release the Nursery from any responsibility should the child have a reaction to the Medication.

When the form has been completed in full the manager/ nursery staff should carefully look over the form and make sure they have checked the following details:

- The child's name is clearly printed on the medicine.
- The prescribed dosage is the same on the medication as is indicated on the completed sheet.
- The type of drug/medicine to be administered.
- The date and time administered.
- The medication is within its use by date.
- The prescription has been issued by a doctor within the previous month.
- The name and signature of person administering the drug/medicine.
- The consent form should then be displayed in the room for the length of time the medication is to be administered.
- Staff should monitor the child closely and report any adverse effects to the child immediately.

If staff feels they are uncomfortable with administering any medication or lotions they should discuss this with the Manager who will look into the situation.

In all cases of administering medication:

- The parent/guardian of each child attending the Nursery must provide details of any known allergy to medication suffered by their child. Such details to be recorded by the Nursery in the drugs/medicine register and consulted before any emergency administration of drugs or medicines.
- The drug/medicine must have been prescribed by the child's General Practitioner or Consultant.

- All drugs/medicines must be stored in a secure place with access only by authorised persons.
- A clear label, with the child's name, will be attached onto a clear ziplock bag with the medication.

Notice of absence

If a child is not brought to the nursery on a day when she/he is normally present, the parents/carers must inform the Manager by 9am the reason for the absence and the expected date of return. If the Manager has not heard from the parent/carer after two days, the manager must contact the parents to make enquiries.