



MEDICATION PROCEDURE

The aims to provide a safe, healthy and caring environment for all children.

Occasionally children will need to take medicines during the day at some point during their time at the Nursery. Medication should only be brought into The Nursery for the children when it is essential; that is when it would be detrimental to a child's health if the medication were not administered during their session at The Nursery.

Medicines should always be in their original container with the directions for use (prescriber's instructions if the medication is prescribed).

Non-Prescription Medication

Non-prescription medication will not normally be administered; the Nursery Manager may agree to administer medication such as eczema creams providing the Parent specifies when the child is to receive the medication. The Nursery does not accept medication that contains aspirin, paracetamol or ibuprofen unless it is prescribed by a doctor.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018

Calpol

If a child has a temperature the child's Parents are informed and asked to collect their child. They will also be asked for verbal permission to administer Calpol which The Nursery has on site (Please Note: Calpol is suitable for children up to the age of 6 years old). 5ml of Calpol will only be administered on the understanding that the Parents are on their way to collect their child. When Calpol is administered a Medication Consent form will be completed and signed by the Parent when they arrive at The Nursery.

If a child has a high temperature that is not going down and staff are unable to contact the child's Parent's. The Calpol consent form will be checked in the child's file. If it has been signed by the child's Parent's, 5ml Calpol will be administered and staff will continue to contact the child's Parent's to request that the child is collected. A medication form will be completed and signed by the child's Parent when they arrive at the Nursery.

Safe Storage of Medication

All medication must be named. Medication must not be looked after by the children and must not be left in children's bags. It must be given to members of staff and stored in one of the designated places out of reach of children. Medication that does not need refrigerating is kept in the medicine cabinet by the kitchen. If medication needs refrigerating it is kept in the milk fridge in the Kitchen. Once administered, the medication it must be immediately returned to its designated place until the child's Parent arrives and takes the medication home with them.

Medication such as asthma inhalers or epipens that remain on Nursery premises are kept in the Medicine cabinet.

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Outings

Children who have medical needs will not be excluded from outings. They will be supervised by a member of staff who will carry their medication, medication consent form and any relevant information about the child and their condition.

Consent Form/medication book

Parents are asked to provide full details about their child's medical needs, including details on any medication their child needs.

A consent form must be completed in advance by the child's Parent. If the consent form is not completed and signed, staff will not be able to administer the medication.

The child's keyworker will administer the medication alongside another member of staff. They will then fill out the time and dosage of the medication on the consent form and the Parents will be asked to sign again when they collect their child.

If a child refuses to take medication, staff will not force them to do so. It will be noted on the consent form and the Parent will be informed when they collect the child. If a refusal to take medication results in an emergency, staff will follow their emergency procedure.

All Medication Consent forms will be filed in the child's individual folder and medication book.

Long-Term or Complex Medical Needs

Children with long-term or complex medical needs are admitted to the nursery after a consultation between the child's Parents and the Nursery Manager. It is the responsibility of the child's Parents to

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inform staff at the nursery about their child's medical needs and medication. Reasonable adjustments will be made to accommodate the child and their needs. If required, the nursery staff will ask for details given by the child's GP or other professional person who is supporting the child.

An Individual Health Care plan will be drawn up by the Nursery Manager and the child's Parents so that the level of care can be identified. All staff involved with the child will be informed of the child's medical needs

Medication (eg inhalers/epipens) that may be required on a daily basis or in an emergency can be kept on the premises so it is close to hand when required - this also eliminates the risk of the medication being left at home or school on a day the child needs it. For these medications the parents must put in writing details about the medication, administration and prior consent for the nursery staff to administer the medication or complete an asthma form giving prior consent to administer the medication when required.

Procedure When Administering Medication

- Check to make sure you are administering the correct medication to the right child
- Check the reason the child is receiving the medication
- Is the medication prescription or non-prescription?
- Prescription - check the label for the child's name, dosage and expiry date
- Non-prescription - check the medication is labelled, in its original container and with details of dosage, time/frequency and expiry date
- Check the SIGNED consent form - the medication, dosage, method of administering and time to be given

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- Two members of staff must check the medication and the dosage
- Check the Parents administration instructions against details provided with the medication (prescription instructions and box/container instructions)
- Administer the medication following any written instructions given by parents - use tools supplied eg spoon/syringe
- Talk to the child and tell them what you are doing
- Supervise children if they are administering their own medication (if able to - with parental permission children are able to administer their own medication under close supervision eg asthma inhalers)
- If the child refuses to take the medication - do not force them
- Complete the medication book; record the name of the medication, date and time. The name of the person administering the medication, the name of the witness. Record if the child refuses the medication. Record the information on the child's home/nursery diary.
- Inform the child's Parent when they collect the child and ask them to sign the consent form again

Staff Training

Staff will be informed of medication administration procedures as part of their staff induction. Where necessary, staff will receive appropriate training to support a child's needs in collaboration with local health services.

Risk Assessment

All areas of our medication policy are included in our risk assessment and reviewed on a bi-annual basis and/or when changes are made to the medication policy.

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