

Administration of Medicines Policy

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/ carer. Only authorised members of staff within the senior team will be allowed to administer medication and accurate records of any medicine administered must be kept.

Who is Responsible?

It is the overall responsibility of the manager to ensure that there is written parental/ guardian permission to administer medication to children during the session.

It is the responsibility of the staff to ensure that parent/ carers complete a medication form prior to any medication being administered. The medicine administration form must be signed again by the parent or carer when they are collecting their child.

The manager will review medicines kept in the premises on a monthly basis. An audit of all medicines kept in premises will be recorded. Medicines will be returned to parents to dispose off.

How will the policy be implemented?

- Staff members will not administer the first dose of medicine to the child. Parent/ carers should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Members of staff may only administer **prescribed medication** to a child with the written consent of the parent/ carer.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/ carer must first complete and sign a medicine administration form. A new form should be completed where there is change in circumstances.
- The medicine administration form will detail the name of the qualified practitioner who administered the medication and another staff member will sign as a witness to the administration of the medication.
- Before medicine is administered, the designated member of staff should check the medicine
- Before medicine is administered, the designated member of staff should check the medicine administration form to specify the dose + prescription label.
- The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication and witness signed. The parent or carer must then sign when they collect their child to show they are aware of the medicine been given.
- Medicines will be stored in the fridge/medicine cupboard (in the kitchen) and will be clearly named and dated.

The manager and staff must ensure that all medications are inaccessible to children, stored securely, in their original containers and clearly labelled with their contents and the child's name. it should be noted that specific medications have storage implications for the setting.

- Asthma Medications: The child should have an inhaler with them, and the setting should also have one, each child's inhaler should be kept in a separate box, which is clearly labelled with its contents and the name of the child. The label should also detail the date when the inhaler was given to the setting.

- **Pain medications:** these should be kept locked away from the children; each child's medication should be kept in a separate container labelled with the contents and the child's name. The label should also detail the date when the medication was given to the setting. Springboard Nursery has a policy of keeping a minimum supply of pain medication for children, children who require regular pain medication must have a new supply of medication issued to the setting on a monthly basis.
- **Allergy Medication/Anti-histamines:** These should be kept locked away from the children; each child's medication should be kept in a separate container labelled with the contents and the child's name. The label should also detail the date when the medication was given to the setting. Springboard Nursery has a policy of keeping a minimum supply of allergy medication for children, children who require regular allergy medication must have a new supply of medication issued to the setting on a monthly basis.
- **Epi-pens :** Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times, the setting should also be issued with one if possible. Only members of staff who are trained to administer this medication will be allowed to do so, whilst Springboard Nursery aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Springboard Nursery is kept up to date.

Paracetamol/ Calpol

Paracetamol can be signed in for children under 2 years of age (teething). Medicines MUST be signed in and out on a daily basis.

Staff Medication

- Staff must declare to the Nursery Manager if they are taking any medication. If the staff member needs to take their medication during the day then they will have to sign it into the office where it will be stored in a locked cabinet.
- Staff inhalers need to be kept with them in the same room.
- Staff will have 'Back to work' interviews after they have been off sick. This identifies the practitioner being 'fit for work'.
- Staff will also be asked to complete a 'health questionnaire' on a yearly basis.
- All medication must be stored in a locked cabinet.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023