



ADMINISTRATION OF MEDICATION POLICY

AIM

At Little Grange we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness and Infection control policies). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

STORAGE OF MEDICATION

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. This must be in a designated place with the child's name clearly written in the original container.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

All staff are aware of the location of this medication, and it should be carried on any walks or extended activities away from the main buildings. If a child is going on a trip off site, a member of staff has a supply of medication for emergencies.

STAFF MEDICATION

Staff have been advised that they need to be extra careful when bringing their own medication onto Nursery premises. They must ensure that any medication is securely stored in a lockable drawer or kept in the Manager's office for safekeeping.

Emergency medication such as EpiPens or inhalers may be kept in the nursery room where staff may need easy access to the medication. In all cases it must be stored securely out of reach of the children, at all times.

All staff are advised that any such medicine that might affect their ability to carry out their professional duties must be disclosed to the line manager so that a risk assessment can be carried out.

MEDICATION

The expiry date of Nursery Calpol and Piriton will form part of the monthly Health and Safety check and any out-of-date stock discarded appropriately and replenished. The nursery management will have overall responsibility to check this is completed.

REFRIGERATION

Certain medication e.g. Insulin is stored in a refrigerator at Little Grange in the staff room fridge. Occasionally, antibiotic syrups and eye drops etc. may also need to be stored there.

ADMINISTRATION OF MEDICATION

At Little Grange due to ages of the children that attend, there is a set procedure for the administration of medication.

Medication will only be administered by a member of management and witnessed by a permanent member of staff with a paediatric first aid certificate.

We uphold the right to refuse to administer medication (non-prescribed) if we feel, in our professional judgement, the child does not need it. We will also, as part of this policy, assess whether a child is well enough to be at nursery.

No medication will be administered without the written or verbal consent of parents.

Non-prescription medication may be administered if parents have sought the advice of a pharmacist.

A medication form must be completed by the parent indicating that they have sought a pharmacist's advice, name of the medication, the expiry date and the reason for the medication. The medication must be brought in in its original packaging so that the manufacturer's instructions can be seen and the instructions must be printed in English.

At Little Grange Nursery a medication form must be completed and signed by the parent indicating the name of the medication, the expiry date and the reason for the medication before it can be given.

The parent needs to sign at the beginning of the day the dosage amount and the time that it should be given in the day, each occasion on the day must be signed for. The dosage on the medication instructions will override any discrepancies that may be found in the parent's instructions. The parent will be asked to sign at the end of the day to confirm the administration of the medicine.

Prescribed medication needs to be brought in with the printed pharmacist's label which will include the child's name, date of birth, the date it was dispensed, the name of the medication and the dosage details.

If for any reason the member of management administering the medication is unsure that all the above is correct, the medication should not be administered until clarification is obtained.

If for any reason the child rejects all or part of the dosage given, no 'top-up' dose should be readministered.

EMERGENCY MEDICATION

We stock Calpol and Piriton and will always follow the manufacturer's instructions regarding ages and doses when administering these.

Once permission has been given, the correct dosage will be calculated following the manufacturers guidelines and a member of management and witness will administer the medication.

Calpol will be used to lower a high temperature. Parental consent is sought as part of the registration process. However, we will always contact parents to seek permission before administering Calpol and the nursery will always attempt to lower a child's temperature by removing items of clothing and encouraging the child to drink.

We will only administer one dose of Calpol therefore if the temperature then increases again, we will ask parents to come to collect the child. If the child's condition worsens then we may call 999.

Piriton will be used when children display an allergic reaction to something they have touched or eaten. We hold Piriton on site should it be needed, and parental consent is sought as part of the registration process.

Should a child show a slight allergic reaction such as a rash or redness then the nursery will monitor this and share with parents via Family and at collection. If, however the child is showing signs of swelling, especially around their lips and face, wheeziness, lethargic or itchiness Piriton will be administered and parents informed immediately. The child will be monitored and if they are deteriorating then 999 will be called. Parents will be asked to sign a medication form on collection to confirm they are aware that Piriton or Calpol has been administered.

TRAINING

Where the administration of medicine requires medical or technical knowledge, training will be provided for staff, as appropriate.

At Little Grange Nursery we will complete a risk assessment to decide the viability of a child starting before relevant training can be provided. This will be decided on a case-by-case basis.

SIDE EFFECTS

For medicines that a child has not had before we ask that they return to nursery no sooner than 12 hours after starting the medication. This will highlight if they have any adverse reactions to it. If the nursery is required to administer the medication we ask that it is brought in in its original packaging which must be printed in English.

HOMEOPATHIC MEDICATION

At Little Grange we will administer homeopathic remedies providing they are supported by written directions from a UK registered Homeopath.

LONG TERM MEDICATION

There are some conditions that require a child to have access to a medication when they need it, for example, but not exclusively inhalers to help with breathing, insulin for diabetes, EpiPens or specific medicated cream for eczema. In these instances, a health care plan will be completed by parents as soon as possible following the diagnosis to indicate as and when the medication will be needed and what is classed as an emergency for that child. This information will be overseen by the nursery manager to ensure specific training is organised if necessary.

A risk assessment will then be completed and shared with the staff in the child's room.

A long-term medication form will be completed by the parent, and this will be held with the medication in the child's room and completed as and when the medication is administered.

Parents will need to ensure that there is medication that can be kept at nursery and depending on the storage instructions will be kept in a bag with the child's name and photograph on it.

Long-term medication will be reviewed every 6 months with the Parent/Carer to ensure all details are up-to-date and the medication is still needed.

Parents/Carers are responsible for informing the nursery if this medication is no longer needed.

Review Date: August 2025

Person Responsible: A Biddlestone