



Medication Policy

Summary:

- Administering prescribed medication
- Non-prescribed medication
- Storage of medication
- Recording
- Self-held medication
- Children with ongoing medical needs

At Happy Nursery Days (HND) we implement an effective policy on administering medicines. This policy includes effective management systems to support individual children with medical needs.

Administering prescribed medication

Wherever possible, children who are prescribed medication should receive their doses at home. Staff should only administer medication for a child if it is prescribed by a GP, dentist, nurse or pharmacist and if:

- The frequency of the dosage requires administration at the nursery, rather than at the child's home
- The parent/carer gives written permission stating the frequency and dosage of medication
- The medicine or cream is in the original container as dispensed by a pharmacist in accordance with the prescribed instructions
- The Nursery has sufficient information about the medical condition, the medication, and any possible side-effects of the medication

The named member of staff will ensure that:

- Prior written consent has been received from the parent/carer
- Medication is properly labelled and safely stored in the nursery's medicine cupboard or fridge.

Every dosage and administration of medication as far as practicable should be witnessed by a second adult in the room. This helps to avoid dosage errors.

If for any reason a child refuses to take their medication, staff should not attempt to force them to do so against their wishes. The manager and the child's parent/carer should be notified, and the incident recorded in the Medication Record Book.

Any change in the type of medication, or dosage requires a new "Administering Medication Form" to be completed by the parent/carer.

Happy Nursery Days applies a procedure for managing prescription medicines on trips and outings. This includes the secure transport of medication with a copy of the consent form. The medication must have the child's name securely marked.

Happy Nursery Days have the right to decline parents or carer's requests to administer medication. This may occur where administering the medication involves technical knowledge or training beyond what can safely be managed in the nursery.

Non-prescribed medication

There may be circumstances in which children require non-prescription medicines; for example, for nappy rash or teething remedies.

Happy Nursery Days staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parent's/carer's. Where non-prescribed medicine is administered, a written record shall be kept following the same process as for prescribed medication.

When a child is first admitted the nursery receive written consent from the authorised parent/carer allowing the nursery to administer first aid when necessary. This consent is reviewed regularly. In cases where medicine is given as part of First Aid procedures, the manager shall keep a written record of this.

Recording

Happy Nursery Days shall obtain prior written permission for each and every medicine from parent/carer before any medication is given.

Full details of all medication administered at the nursery, shall be recorded in the Medication Record forms or book along with all completed Administering Medication Forms.

Storage of medication

All stored medication must be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Medicine should be stored in the original container in which it was dispensed and stored in a locked non-portable container (except where storage in the fridge is required) and only named members of staff have access. A record should be kept for audit and safety purposes.

All emergency medications, such as asthma inhalers and adrenaline pens should readily be available to staff/children, but kept out of reach of children. Other non-emergency medicines should be kept in a secure place not accessible to children.

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicine are returned to a pharmacy for safe disposal; they should also collect medicines held at the end of each term. (Managing medicines guidance-Dfes March 2005).

Self-held medication

Happy Nursery Days will give consideration to children who are able to manage their own medication, such as asthma inhalers. Staffs are advised to hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children.

Children shall be supervised whilst self-administering and inhalers should always be labelled with the child's name.

Children with ongoing medical needs

Happy Nursery Days shall assist children with long-term or complex medical needs.

Children with long term medical needs will have an individual health care plan drawn up by the child's parent/carer, manager and key Person. This shall include instructions on how to manage the child in an emergency.

Staff will be provided with the technical/medical training required to safely manage the care of any child with ongoing medical needs.

The policy was modified and adopted on October 2016

Named Person: Rita Forrest

Signed: Caroline Ofosuhene

This policy was reviewed: October 2016