**Administration of Medication Policy**

# **Purpose of Policy**

# Rainbow Nursery considers the child’s wellbeing fundamental throughout the ethos of the nursery. It is our aim to promote the good health of children attending the nursery and take the necessary steps to prevent the spread of infection.

# If a child requires medicine, we will obtain information of the child’s needs for this and ensure this information is kept up to date. This policy ensures that Childcare First is compliant with the recommendations outlined by Care Inspectorate in their ‘Management of Medication in Daycare of Children and Childminding Services’ guidance and upholds the Health and Social Care Standards.

**Responsibility**

It is the overall responsibility of the Nursery Manager to ensure that there is written parental/guardian permission to administer prescribed 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 prescribed medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer when they are collecting their child.

# **Receiving Medication**

Parents must provide written consent for any medication to be administered at nursery and should complete the relevant paperwork upon arrival. Medication will not be administered without the completion of this paperwork.

Staff must obtain the relevant information when receiving medication for a child. This includes the name of the medicine (as stated on the label), strength of medicine, form of medicine, dosage instructions and the time it was last administered (at home).

When medication is being signed into the nursery, staff must record exactly how much medicine is being received. Staff must check the dispensed date/expiry date of all medication they receive into the nursery to ensure the medication is still relevant for the current illness. Medication prescribed for a previous illness should not be used. Staff should ensure that dosages prescribed by the parent are compliant with the manufacturer’s instructions. For any medications to be administered on a ‘when required’ basis, staff must be fully aware of which symptoms merit the need for the medicine to be administered.

# **Storage of Medication**

All medications should come in original box/packaging with information leaflet included. All medications should be stored in their own individual bag, labelled clearly with the child’s name and date of birth.

All medications should be stored safely in a locked cupboard in the office, only to be accessed by authorised staff. Medications required to be stored in a fridge, should be stored in the designated medication fridge located in the office. The medicine fridge should be cleaned regularly and temperature monitored daily.

Emergency medicines may be kept within the room for easier accessibility (i.e. – adrenaline pens/inhalers).

Short term medication records should be kept alongside the corresponding medication. Records for complex medication requirements (i.e. diabetes, epilepsy, severe asthma etc.) should be kept in child’s care plan. Long term medication should be reviewed monthly by parents to ensure all information is still relevant.

All staff should be aware of any children in their care that require medication, where it is stored and the procedure for administering it.

All medications should be returned to parents after use to be disposed of. The nursery does not take responsibility for the disposal of any medications. There will be no medication stored at nursery (only inhalers, antihistamines, teething powders/gel & skin creams will be stored), all other medication will be returned to parents/carers each day. Inhalers, antihistamines, teething powders/gel and skin creams can be stored at nursery, and the nursery will keep a record of all medication held on the premises each day through a daily audit. The nursery will not keep stock of any medicines for communal use.

**Non-prescribed medication**

Non-prescribed medications are referred to medicines bought over the counter such as paracetamol, ibuprofen, teething powders/gels, cough & cold medications, eye drops, antihistamines, creams and homeopathic medication.

The nursery will only administer non-prescribed medication for a limited period (3 days in a row), after this time medical attention should be sought.

Due to high temperature being a main symptom of Covid-19, non-prescribed medicines will not be administered for the purpose of reducing fever.

# **Administration of Medication**

The nursery will not administer the first dose of any new medication (excluding emergency medications such as adrenaline pen etc.). Parents should administer the first dose to ensure the child does not have an adverse reaction.

Consent to administer medication is time limited and should only be administered for the required time prescribed.

For medicines ‘when required’ staff should inform parents by phone call when they intend to administer medicine and why, to obtain their consent and the reasons for administering should be recorded.

Medicines are used to cure/prevent illness or to relieve symptoms and should not be used to punish or control behaviour.

Each medication should have its own spoon/syringe/spacer, which should be cleaned after use and stored with the medication to avoid cross-infection. Staff must use the correct equipment provided (i.e. spoon/syringe) and should under no circumstances attempt to guess, use any other spoon or allow to drink straight from the bottle.

Staff must be fully aware of any special precautions (i.e. give with food etc.) when administering any medication.

Staff must wear gloves when applying medicine to the skin in order to avoid cross infection and prevent staff from absorbing the medicine through their own skin.

Good hand washing practice should be followed prior to and after administering eye drops or applying creams.

All staff administering medications should be appropriately trained and competent to do so. Some medication will require staff to receive specific training for (i.e. injectable medication, giving oxygen, etc.). Staff must only administer medication which they are trained to give.

If a child does not take the full dosage of medicine (spit it out etc.), staff should not force them to do so or attempt to administer again and must record the reason why the medicine was not fully given.

Any errors (i.e. wrong dosage, got given etc.) must be recorded in the event of an investigation. Any errors should be reported immediately to the manager. An investigation may be carried out to determine whether any further actions are required (i.e. further training, policy review etc.). Any actions will be recorded and serious incidents reported to the relevant regulatory bodies.

# **Fever Management**

If a child has a fever, staff should make all efforts to keep them well hydrated by giving them plenty of cool water to drink. Even if the child is not thirsty, staff will try to get them to drink little and often to keep their fluid level up. To help reduce the child’s temperature, staff will keep them cool by undressing them to their underwear and manage the temperature of the room.

It is recommended that urgent medical advice should be sought if the child has a temperature of 38°c or above, in compliance with Covid-19 guidance with it being one of the main key symptoms. Children displaying a high temperature should be removed from the playroom and isolated from the other children until they are collected from nursery.

**Date: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*