



ADMINISTRATION OF MEDICINE POLICY

At Snug Nursery Schools, we promote the good health of children attending the nursery school and take necessary steps to prevent the spread of infection (see sickness and illness policy). Parents/carers are requested to inform staff if a child has been given any medication at home prior to entering the setting (even if the medication does not require the nursery school to administer further doses)

If a child requires medicine we need to know why to help us to safely care for the child and to reduce risks of cross infection. This information is kept up to date and treated with sensitivity.

To reduce the risks of over/under administration, we expect parents to administer the majority of, if not all, daily doses to child at home. We will not administer any medication which can be administered by the parents/careers at home.

In all cases parents/carers are expected to remove and dispose of all unwanted/unused medication.

We follow strict guidelines when dealing with all types of medication in the nursery school. We have different procedures, depending on how the medication was obtained, which are set out in the sections below.

1. **Medication prescribed by a doctor, dentist, nurse or pharmacist**
2. **Non-prescription medication (these will not usually be administered)**
3. **Creams and Lotions**
4. **Refusing medication**
5. **Emergency Situations**
6. **Storage**
7. **Staff medication**
8. **Invasive medical Practice**
9. **Controlled Medicines/Drugs**

1. Medication prescribed by a doctor, dentist, nurse or pharmacist

We will administer prescribed medication as required providing the child has been receiving the medication for a minimum of 24 hours prior to attending the nursery school and the medication can not be administered by the parent/carer at home.

Prescribed medication should be brought to the setting in its original container with a visible prescription label, clearly showing the child's name, required dosage, and frequency of dosage, expiry date of medicine, the Doctors name and contact details and the date of prescription.

The start and end dates of this medication usage must be recorded and staff will also record the specific times during the day when it should be administered, taking note of when it has been administered by the parent/carer prior to the child's arrival.

We will **not** administer any medication that has been prescribed for someone other than the child identified (by name and date of birth) on the prescription label or medication prescribed for a previous period of illness.

We will not administer medication if the label is damaged, missing or unreadable.

❖ ***Short term prescribed medication***

Parents/carers will be asked to sign a short term medication form for **any and all** medicines that are prescribed specifically for the relief of symptoms or to treat a short term illness (for example antibiotics). Parents/carers will be required to sign this medication form initially and doses administered by staff will be recorded on the child's day records on Blossom.

❖ ***Long term prescribed medication***

Parents/carers will be required to complete and sign a medication form if their child has been prescribed medication to treat chronic conditions and for on-going maintenance of good health, including emergency use (for example an inhaler). This form will be uploaded to Blossom. Doses given will be recorded within the day records on Blossom.

Training will be provided to all staff should they require it for specific treatment (ie epi-pen, diabetes monitoring and treatment).

2. Non-prescription medication and cream

Non prescribed medication will not usually be administered in the setting.

We will not administer any non prescribed medication containing Aspirin.

Where appropriate, a member of the leadership team will check the suitability of any non prescribed medication or cream to ensure that the medication/cream and dosage is safe and appropriate for the age of the child and it will be administered at the discretion of the Leadership team where it is in the best interests of the child. The parent will be asked to sign a medication form to give permission and any doses administered will be recorded within the day records on Blossom

The manager, deputy manager or nominated member of staff retain the discretion to refuse to administer any medication which they believe may be detrimental to a child's wellbeing.

4. Refusing Medication

If a child refuses to take their medication, staff will gently encourage the child. They will explain why the medication or cream is needed and help them to understand that it will make them feel better. If the child continues to refuse, staff will allow a short time for the child to calm and try again later. If the child continues to refuse staff will never force a child to take medication.

In this instance, parents will be notified immediately and given the option to collect the child or visit the nursery school to administer the medication to their child. In all cases parents must be informed about refusal to take more than one dose on the same day.

If refusal to take medication results in a medical emergency staff must follow emergency procedures as in section 5.

5. Emergency situations

In the event of an emergency, staff will contact the child's parents/carers or emergency contacts as soon as possible. Emergency medical help will be sought when the Manager, Deputy Manager or nominated person in charge deems that it is necessary.

If we are unable to contact the child's parents/carers or emergency contacts, medical help will be sought at the discretion of the manager, deputy manager or nominated person in charge.

In an emergency situation, the manager, deputy manager or nominated person in charge will, at their discretion, make a judgement based on the child's symptoms and may administer emergency medication such as Calpol, only if not doing so would cause likely discomfort or potential harm to the child.

Please refer to the sickness and illness policy with regard to administration of calpol.

6. Storage of Medication

All medication supplied for children must be clearly labelled and in the original container. This will be stored in the setting out of reach of all children. Storage will be secure and medication will be kept in accordance with the prescription instructions (for example refrigerated). Medication **must handed over to the teaching team** and never given to children to hold or left in children's bags, pockets or clothing.

All prescribed medication (short or long term) and unprescribed pain relieving medication will be returned to parents once it is no longer required. Snug Nursery Schools will not dispose of any medication or used medication containers.

7. Staff medication

All nursery school staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment. Where staff may occasionally or regularly need medication, any such medication must be kept securely in the staff room. In all

cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

All staff complete a health declaration on employment and should there be any updates.

Any staff requiring the use of needles within Snug Nursery Schools will be provided with a sharps bin should they require one.

8. Invasive Medical Practice:

Staff will only perform invasive medical practices, such as the replacing or removal of gastro-nasal tubes, insertion of suppositories and giving injections (needles must be disposed of using a sharps container) where they are specifically trained to do so. The training will be specific to the child and to the treatment.

To ensure that all children can access our services, where we are unable to train staff to perform an invasive medical procedure, parents/carers/guardians and or community health works are welcome to come to the setting to undertake these procedures.

9. Controlled Medicines/Drugs

Some medicines are controlled by the Misuse of Drugs Act and its associated regulations. In the unlikely event that a child is prescribed a controlled drug we will follow the procedures below:

- Any member of staff can administer a controlled drug but must follow the procedures set out above for the administration and recording of prescribed medication and in strict accordance with the prescribers instructions
- Controlled medication will be kept in a locked non-portable container and only named staff will have access to the container. A record of the named staff will be kept for audit and safety purposes
- Regular checks will be made to ensure that the amount of drugs/medicine administered conforms to the amount remaining in the bottle or package of a daily basis and until the medication is no longer required and or returned to the parent/carer/guardian
- Controlled drugs (as with all medicines) must not be given to any other person and must be handed back to the parent/carer/guardian when no longer required. The passing on of such medication to any other individual may constitute a criminal offence.