



The

Lloyd Williamson

Nurseries

**Administration of
Medication
Policy**

Introduction

Children with medical needs have the same rights of admission as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the nursery day
- to explain our procedures for managing prescription medicines on nursery trips
- to outline the roles and responsibilities for the administration of prescription medicines

Legal requirements

There is no legal duty that requires any member of nursery staff to administer medicines.

Prescribed and non-prescribed medicine

Prescribed and non-prescribed medicine (e.g. eye drops and Calpol) will be administered by staff for pupils with long term and short term medical conditions that require medication during nursery hours to manage their condition/s and keep them well. If necessary, staff will undergo training to administer medicines where there is a requirement to do so. Prescribed and non-prescribed medicine will be administered only when it is detrimental to a child's health or attendance to not do so. Every attempt where clinically possible should be made for the medications to be provided by parents / carers at home.

All prescribed medications must be prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Prescribed medicines will only be accepted in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The prescriber's instructions would need to state times within the child's nursery day.

Non-prescribed medication will only be accepted in the original containers. Staff will label specific medication with the child's name. The parent / carer will complete a Medication Administration form for its administration during the nursery day; this will include the dosage and times.

Administration of ANY medication as indicated above will happen in the presence of a second member of staff who acts as a witness. Both members of staff will sign the Medication Administration form and the Parent /carer will sign this at the end of the day.

The nursery will only administer non-prescribed medication for a short period (for example 2 days in a row) dependent on the type of medication and reasons. After such time medical treatment should be sought.

NB: Please note that as per the label on the bottle, the nursery staff will not give the child Calpol for more than 3 days and if a child has been given Calpol on 3 consecutive days, they will not be able to return to the nursery until they have been seen by a GP. Parents MUST confirm any days over the weekend or holiday when they have given their child Calpol.

Medication containing Aspirin will only be given to a child if prescribed by a doctor.

First Dose

Staff will never give a first dose of any medication. This must always be tried at home so the parent/carer can monitor for any adverse or allergic reactions.

If the nursery feels the child would benefit from seeking medical attention rather than continuing with non-prescribed medication the nursery reserves the right to refuse nursery care until the child is seen by a medical practitioner.

Non-prescribed cream for nappy care i.e. Sudocrem, prior consent is required on the Medication Administration Form and a record of this will be kept in the Office. The onus for supplying nappy creams such as Sudocrem or Vaseline is with the parent and carer and the child's name should be clearly labelled on it. The nursery does not supply proprietary nappy barrier creams.

Sun cream lotion is encouraged to be applied at home prior to a nursery session and will be reapplied by nursery staff whilst in the nursery care. Parental consent is required on the Suncream permission Form for staff to apply sun cream. Parents provide their own suncream and this is labelled with the child's name.

The Sick Child

In the case that a child becomes suddenly unwell in the nursery, the child will be taken to a quiet place with a member of staff who will attend to their needs. The Nursery Manager, Deputy Manager or Key Person will contact the parent or carer to come and collect the child. On collection the Nursery Manager/Deputy/Key Person will discuss with the parent when the child can return back to nursery. If the child is requiring medical assistance either through sudden illness or has sustained an injury and we cannot contact the parent or carer the child will be accompanied by a nursery staff member to Accident and Emergency at the hospital. A member of staff would continue to contact the Parent or carer. If a child is unwell in the nursery the staff with

the support of the nursery manager will make a decision on whether they should remain in the nursery or to go home.

A Child Attending With an Injury

It is important for a child to feel they are able to participate in the nursery routine however we recognise there are times when an injury or illness may prevent them accessing all the resources or activities available in the nursery. The Key Worker or Nursery Manager will meet with the parent to discuss a health care plan which accounts for the reasonable adjustments the setting will make to ensure the child is comfortable whilst attending the nursery. LW Nursery reserve the rights for a 'Disclaimer' letter from the Parent or carer should they attend with a significant injury.

A Child Attending After A General Anaesthetic

It is important to discuss with the Nursery Manager or Deputy Manager the reasons for the anaesthetic prior to the procedure. The recovery of the child will depend on their pre-existing medical condition and the nature of the surgery or procedure undertaken. LW nursery would advise a 24 hour exclusion period to ensure that any side effects such as headache, tiredness, dizziness, disorientation and distress are minimal; we believe that recuperation at home is vital.

Children with Asthma

Children who have inhalers should have them available where necessary.

Inhalers should be kept in a safe but accessible place. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration. It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

Storage of Medicines

All medicines should be delivered to the nursery office by the parent or carer. In no circumstances should medicines be left in a child's possession. All medicines should be stored in accordance with product instructions (paying particular attention to temperature).

Those children requiring an adrenalin pen will have one stored in their room and a second emergency pen stored in the office, must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the room or First Aid box.

Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines before expiry and replace with a new prescription where applicable. A letter, text or e-mail will be sent home to parents when staff note a medicine is about to expire, wherever possible.

Trips and Outings

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children.

The visit co-ordinator will be responsible for collecting medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication.

Roles and responsibilities of parents/carers as outlined below will apply.

Refusal of medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Record Keeping

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects

- expiry date

A parental agreement form must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicine form. No medication should be given unless it has been checked by a second adult.

Children with Long Term Medical needs

It is important that the nursery has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

Confidentiality

The staff should always treat medical information confidentially. The Director should agree with the child/parent who else should have access to records and other information about a child.

Staff Training

Training opportunities are identified for staff with responsibilities for administering medicines.

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Next review August 2025 or as necessary.

Lucy Meyer

Proprietor / Director