

Bambino Ltd

Administering Medicines Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	12/03/2012	Scott Roberts	Reference added to the allergies policy
1.3	24.02.2016	Jo Stainsby	Full rewrite. Added rules for staff medication. Updated procedure for administering medication; including staff witness procedure. All medication must be prescribed/ advised by a medical practitioner, including a pharmacist. The nursery will refuse entry to a child who doesn't have their essential medication in the setting.
1.4	22.03.2016	Heather Clark	Amended conflicting procedure of who can administer medicine. Medication must be given by a qualified member of staff and shadowed by another member of staff.
1.5	08/06/2016	Heather Clark	Amended to make policy clearer with non-prescription creams for skin conditions
1.6	25/10/2016	Heather Clark	Sentence about medication must be prescribed/advised by a medical practitioner now removed

Administering Medicines Policy

Statement of intent

This nursery intends to work alongside parents in administering medicines to children.

Aim

We aim to promote the good health of children attending nursery and take necessary steps to prevent the spread of infection, using guidelines in the 'Infections in Children' folder (also see sickness and illness policy). 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.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

- **Medicines containing aspirin will only be given if prescribed by a doctor**
- Before a child starts to attend the nursery, we find out from parents their medicinal needs and general state of health.
- We record information about each child's health needs in her/his registration record and parents sign the record to signify that it is correct.
- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff and will complete the appropriate form noting the details of the administration and a member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- All Ongoing medical consent forms are reviewed with parents on a monthly basis.
- On a regular basis we consult with parents to ensure that our records of their children's medical needs - including any allergies (see 'Allergies and allergic-reaction policy') - are up-to-date. Parents sign the updated medical record to signify that it is correct.

- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional, e.g. a letter from a doctor
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a qualified member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- 2 members of staff are involved in administering medication in all circumstances, one of which must have a childcare qualification. One member of staff is to administer the medicine and the second to confirm the details and witness. All details are recorded and counter signed by both staff, including the time etc.
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.
- If the nursery feels the child would benefit from medical attention rather than advised (non-prescription) medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child does exhibit the symptoms for which consent has been given to give advised medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- The nursery DOES NOT administer any prescribed medication unless prior written consent is given for each and every medicine. Written consent via email is accepted in emergency situations.
- Any child requiring essential medication, such as 2 epipens, will be refused admittance to nursery, if the medication is not present
- For any non-prescription cream for skin conditions such as nappy rash, prior written permission does not need to be obtained from the parent. These non-prescription creams must be provided by parents and clearly labelled with the child's name. Staff must only apply non-prescription creams that have the child's name on

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including

working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Storage

Medicines, including inhalers, are securely kept in the room (unless needing refrigerating), away from children but easily accessible by staff in an emergency. These are stored in clearly labelled individual zip-lock bags with the child's details and medical requirements inside

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children

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.

Staff medication

All nursery 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 manager and seek medical advice. The nursery management team 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 in a container in the office, where staff may easily access the medication such as an asthma inhaler and should be labelled with the name of the member of staff.

