

11. Administration of Medication Policy

Legal Framework

Children Act 1989, 2004, 2014

Data protection Act 1998, 2010

Every Child Matters: Change for Children 2004

Human Rights Act 2000

Public Health Act 1984, 1988, 2010

UN Convention on the Rights of the Child 1989, 2003

EYFS Welfare Requirements – Safeguarding and Promoting Children’s Welfare, Documentation

National Standards: Standard 7 Health, Standard 12 Working in Partnership with Parents

Name of Responsible Person: All Staff, Health and Safety Officer, Manager and Deputy

At Tigers Day Nurseries we recognise some children may need to take prescribed medication during the time they are attending the setting. A child returning to the nursery after an absence due to illness must be well enough to return.

Parents are required to sign a medicine consent form giving written permission for medication to be administered. The form includes written instructions for dosage and frequency. All medication brought in to be administered must be prescribed by the child’s G.P. and clearly labelled in the original container. All medication will be stored in the locked first aid cabinet or in the fridge away from the children as required by the instructions on the medication.

Medication is only to be administered by the Manager, Deputy or Operations Manager and witnessed by a second staff member. The dosage and time will be checked by both staff and this is to be recorded immediately on the medication form. The medication form will be signed by parent/carer on collection to prove they have been informed of administration.

In some cases non prescribed medication such as teething gel or homeopathic mixtures may be administered but at the discretion of the Manager and according to our medication procedure.

Procedures

Administration of Medication

Completing Medicine Forms

Storage of Medication

Staff Medication

Administration of Medication

- Prescribed medication is only administered by a Senior Manager
- All medication administration is witnessed and countersigned by another staff member.
- The medication container is checked by both staff.
- Only medication which is correctly labelled with the child's name and details and in the original box will be administered
- Staff will check all details contained on the medication match the instructions given by parents on medicine form.
- Medication is administered in a positive manner.
- Wherever possible medication is administered to the children in their familiar surroundings.
- Inhalers can be administered by the Senior staff member in the room, again following all other medication procedures.
- Epipens and Anapens are only administered in an emergency situation.
- Injections, pessaries and suppositories represents intrusive nursing so therefore these will not be administered without appropriate training for every member of staff caring for that child. The training will be specific for that particular child and we will seek appropriate training through professionals.
- Parents who wish us to administer homeopathic mixtures or teething gel are advised that we would only give this if the child has already been given this at home and suffered no adverse reaction.

Completing Medicine Forms

- Medicine forms are official documents that need to be stored securely after use for 5 years.
- Staff must have due regard for this and ensure full names, dates, times, medication names and dosage are clearly and fully stated.
- Parents/carers must sign the form to give permission for medicine to be administered.
- Parents/carers must sign when collecting their child to show they have been informed that their child has received medication.

Storage of medication

- Medication must be stored according to the instructions provided on the medication

- Any medication that needs to be stored in a fridge must be stored in one that either has a lock or is not in the children's rooms.
- Long term medication such as inhalers, epipens, liquid paracetamol etc must be stored in the locked first aid cabinet.
- Medications stored at the nursery, must be checked during regular stock control checks that they remain in date and useable. If out of date parents must be informed and it is their responsibility to supply us with in date medication.

Staff Medication

- Staff must inform their Manager if they have taken any medication, particularly if this is likely to affect their performance.
- All medication will be recorded and if an emergency situation occurs we will pass this information to the emergency services.
- Staff who are taking long term medication must inform the Manager and a record of this will be placed on their staff file.
- If long term medication can cause impairment of ability to perform work role, we may ask staff if we are able to discuss this with their G.P.
- Any staff medication must be stored according to the storage of medication procedure, the same as the children.