

Cloverbank Nursery

Administration of medication procedures

Rationale

At Cloverbank Nursery we recognise that children may require medication to be administered during their session/s to enable and maintain regular attendance. If a child is well enough to attend nursery but still requires medication to be administered, we will support that child where we can. This procedure seeks to put in place a system to minimise the impact of any child's medical condition on their life in nursery whilst safeguarding those agreeing to administer the medication.

The prime responsibility for a child's health lies with the parent/carer who is responsible for both the child's medication and supplying us with the relevant information.

Our staff will administer prescribed medication to individual children on a voluntary basis.

This policy reflects guidance from the following:

- Management of medication in daycare of children and childminding services, 2014
- Health and Social care Standards, 2017

Aims

- To ensure the health and wellbeing of all of our children.
- To ensure safe and effective systems are in place and understood, for the supply, storage and administration of prescribed medication for individual children.
- To ensure all adults involved in the supply, storage and administration of prescribed medication for individual children are confident in the processes involved.

Glasgow City Council guidelines advise that staff in early years settings should only agree to administer medication to individual children that has been prescribed to them and is a matter within the discretion of the head of establishment.

When a parent/carer requests that their child has a prescribed medicine administered during their time at nursery, staff must make the following checks.

1. The medication has the original pharmacists label attached.
2. The medication has the full name and date of birth of the child it is intended for.
3. The intended child has received the first dose of any medication at home, and without any adverse reactions.
4. The medication has been dispensed within a reasonable time frame.
5. The administered dosage, time and frequency clearly stated on the pharmacist's label.
6. The expiry date of the medication.
7. Pharmacist's prescription label will be photocopied and attached to the form.

8. Medication will be stored in an individual bag with the child's name/D.O.B label attached.

Once all the above information has been satisfactorily checked, staff will ensure the parent/carer completes Glasgow City Council's (GCC) 'Administration of Medication: Parent Request Form' paperwork.

Parent/carers must sign and date the appendix stating their child has received the first dose of the medication at home without any adverse reaction. They must also complete the 'Management of Medication' form.

Staff must provide parents/carers with a copy of GCC's MSF29 'To all parents' letter, informing them that the staff agreeing to administer medication are doing so on a voluntary basis and are not medically qualified.

Medication will be stored within the designated cupboard in the utility room which is marked with a First Aid sign. Each medication will be stored in a zip bag, with the individual child's name, a photograph and details of the medication and administration. The utility room is locked when not in use.

If medication requires storage in a fridge, staff should use the fridge in the utility room and an appropriate risk assessment carried out.

Corresponding paper work will be stored in the cupboard, in the utility room, in a red folder beside the medication box.

When staffs are administering medication to a child they must do so with an adult witness present.

Both staff should check the expiry date, the name of the child and the dosage as detailed on the pharmacist label.

Once the medication has been administered following the details on the pharmacists label, both staff should complete the appropriate paperwork stating who administered, who witnessed and the date/time of the administration. Staff must ensure that on collection of their child the parent/carer countersigns the appropriate paperwork to confirm they are aware of the medication being administered at nursery on that day.

If for whatever reason a dose of medication is missed, the parent/carer must be informed upon collection of the child.

If a child refuses to take their medication, they will not be forced. Staff should note this on the medication form and inform the parent/carer upon collection of the child.

If a child's medication is spilled it should be cleaned up immediately by nursery staff and then if appropriate, the area should be cleaned by Cordia staff.

If the complete dose of medication was spilled and the child received none of it, another dose should be measured out and administered. This information **MUST** be recorded on the medication form and parent/carers informed upon collection.

Medication will be reviewed every 3 months to check medication is still required, is in date and the dosage has not changed.