

**St. Angela's Nursery Class**  
**Administration of Medicines Policy**

**Rationale**

Within. Angela's nursery Class it is the responsibility of all staff to ensure that they are aware of Glasgow City Council's Administration of Medicines MC 97 procedures and best practice guidance on the safe practices in administering medicine to young children.

**Statement**

In St. Angela's Nursery Class, we have a duty to plan how administering medicines can be accommodated in the nursery and on outings to allow children who have medical needs to attend and take a full part in the life of the nursery.

**Key Establishment Procedure**

- All requests for administering of medicine must be approved by a member of SLT.
- Individual Healthcare Plan and Parental Agreement MC 97 forms to be completed with families, clearly stating the reason why medication has been prescribed.
- All medicine to be administered for the child must be prescribed by G.P or pharmacist, the label must be visible and the dispensed date and expiry date checked.
- All medication must be stored in an individual sealed box with the child's name and photograph on it.
- Parent's must have administered the first dosage of any new medication to the child before it can be administered by staff. A disclaimer slip is attached to medication forms.
- Paracetamol products will only be administered if prescribed by the G.P for a specific medical need; this will be at the discretion of the SLT.
- If a child spits out or refuses to take the prescribed medication then parent/carer will be contacted immediately.
- Children requiring long term medication eg. Asthma, Epilepsy will complete a detailed medical plan; training will be sought for staff for administration of the specific medicine required.
- If applying any medication including creams or eye drops then GLOVES MUST BE WORN, and hands must always be washed before and after administration.
- When administering medication, 2 members of staff must be present. Staff require to read and check medication. All medication administered by staff will be recorded on the child's individual record.
- Parent/carer must also be informed if the child has had their medication during the nursery session.
- All medication is checked Termly and any medication that is out of date or if a child no longer requires it then it is returned to the parent/carer.

**Roles and Responsibilities**

**SLT**– To ensure that all staff follow the correct policy and procedures in the safe practices in the administration of medicines.

**Child Development Officers** – To ensure that they are aware of adhering to the policy and procedures.

**Key Documents**

- GCC – MC 97- Administration of Medicine
- Care Inspectorate – Management of Medication in Daycare of Children and Childminding services (2014)
- National Care Standards

<b>This policy was written</b>	<b>April 2021</b>
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<b>Reviewed: LI &amp; LMcC</b>	<b>August 23</b>