

# New Monkland Nursery Class



***Getting it Right for Every Child***

## Administration of Medicines Policy



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Nurture   Mindful   Passion   Successful



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The Social Care and Social Work Improvement Scotland (Requirements for Care Services)

Regulations 2011, No. 210, Regulation 4 (1)(a) states that providers 'must make proper provisions for the health, welfare and safety of service users.'

### **The Health and Social Care standards state:**

1.24 Any treatment or intervention that I experience is safe and effective.

4.11 I experience high quality care and support based on relevant evidence, guidance, and best practice.'

## **Administration of Medication Policy**

This policy outlines the procedures relating to the administration and storage of medication, prescribed and non-prescribed, for children whilst on nursery premises and also when off the premises on nursery visits/outings.

### **Medication Required in Nursery**

1. No child is permitted to carry any medication on their person or in their bag while on nursery premises or on nursery visits/outings.
2. All medication must be given to a member of the nursery staff for storage/safe keeping by the child's parent/guardian, or other responsible adult nominated by the parent/guardian.
3. Medication will not be accepted without a completed "Administration of Medication" form (Med 1). A separate form should be used for each type of medication. This double-sided form is available from either the nursery staff or school office, or may be downloaded from the school website [www.newmonkland.n-lanark.sch.uk](http://www.newmonkland.n-lanark.sch.uk) Completed forms will be held in a folder which will be stored in the medication cupboard in the nursery. Once the course of medication is completed, the (Med1) form will be filed in the child's PPR folder which is held in the school office.
4. All medication should be clearly labelled and will only be administered if it is in a pharmacy dispensed container or box, with dispensing label, the child's name, date of birth, frequency of administration and date/time first dosage was administered by parent/guardian, or other responsible adult nominated by the parent/guardian. Where a child requires 2 or more items of medication then these should be provided in one sealed container and labelled as above. A second adult will always double check the dosage and oversee the administration of all medication.

5. For health and safety reasons, a child's parent/carer, or other responsible adult nominated by the parent/guardian, must always administer the first dosage of any medication before depositing medication with a member of staff in case of allergic reaction.
6. Children will be assisted by a member of nursery staff when medication requires to be administered. Children will then be monitored by the member of staff for a minimum of 10 minutes after receiving medication before being permitted to resume activities. That staff are aware of any side effects as detailed in patient information leaflet. The member of staff should complete section B of the (Med 1) form.
7. All medication will be stored in the Medication Cupboard within the nursery or refrigerator for the duration of the required period.
8. The parent/guardian, or other responsible adult nominated by the parent/guardian should:
  - a) complete the appropriate section of the Administration of Medication form when long term medication is no longer required and
  - b) collect any leftover medication once the course the course of treatment is complete.
9. No medication should remain in nursery over the summer holiday period.
10. Medication required over an extended period of time.eg inhalers, will have the expiry date checked on a termly basis by nursery staff to determine if still current. Parent/guardian will be advised when medication is approaching the use by date. Parent/guardian, or another responsible adult nominated by parent/guardian. Should collect out of date medication for safe disposal.
11. Refusal of medication. If a child or young person refuses to take medication, staff should not force them to do so. The nursery staff must inform parents/carers, and a record should be kept where medication is refused. (Section B)
12. In line with the General Data Protection Act (2018), all forms containing personal information and relating to the Administration of Medicines must contain a privacy notice. This privacy notice is attached to the electronic copies of the forms.
13. Staff to keep informed of any changes/updates and implement these as necessary.

### **Medication Required on Nursery Visits/Outings**

1. No child is permitted to carry any medication on their person or in their bag while on nursery visits/outings.
2. All medication required by children when off the nursery premises on nursery visits/outings will be the responsibility of the nursery member of staff in charge and will keep a record of medication leaving and re-entering the service.
3. The nursery member of staff in charge, should monitor the child for a minimum period of 10 minutes after the child has received their medication before permitting the child to resume activities. The member of staff should complete section B of the Med1 form.

### **Sharing administration of medication information**

1. Any medication administered prior to a child attending the setting on any set day may be verbally communicated to staff, this information will then be recorded with the child's medication form.
2. Staff will verbally inform the person collecting the child when and why any medication has been administered in the service that day. Information will be recorded on the child's medication record, including who the information was shared with, before the record is signed by the person collecting the child.

### **Return of Medications**

1. All medication no longer needed to treat the condition it was prescribed or purchased for, or which is out of date, will be returned to the parents/carers for disposal.
2. Following Guidance adaptors for inhalers, like 'spacers', will be sent home to be cleaned weekly (If it has been required through the week) Parents/ Carers should clean the device as described by the manufacturer's product information to ensure that they continue to work effectively.
3. All medication or adaptors will be signed out by the parent/carer and signed back in on the child's return to nursery.

### **UNCRC Links**

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.