



Administration of Medicine

Policy

 Administration of Medicine Policy

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We promote the good health of children attending Stepps nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy).

 If a child requires medicine we will obtain information about the child’s needs and will ensure this information is kept up-to-date.

 When dealing with medication of any kind in the nursery, strict guidelines will be followed. Parents will be encouraged to administer their child’s medication out with nursery times.

 PRESCRIBED MEDICINES

 Internal medicines:

The child must have been taking the medication for a minimum of 48 hours after the first dose before being accepted back into the nursery. They may only return providing they are well enough and are not contagious. The nursery will refer to the Local Authority Guidance Document ‘Infection Control Policy’ if needed.

Once the 48 hours have elapsed the Lead Practitioner or Key Worker can continue to administer the prescribed medication in line with stated instructions (please see below).

External medicines:

The child must have had the medication applied for a minimum of 24 hours after the first application before being accepted back into the nursery. They may only return providing they are well enough and are not contagious.

 Once the 24 hours have elapsed the Lead Practitioner or Key Worker can continue to administer the prescribed medication in line with stated instructions (please see below).

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Nursery staff will be aware of the needs of children on long-term medication and work closely with the parents/carers to ensure that administration of medicines is consistent with the child’s medical needs. For medication that is used long term we require a written consent letter from the Doctor. i.e. inhalers.

For children requiring medication during their time in nursery please ensure these procedures are followed:

1. All details of the medicine to be administered should be on the appropriate North Lanarkshire Council form signed for by the parent.
2. The medicine container must be clearly labelled with:
* The child’s name
* Name of medicine
* Dosage and timing
* Date of preparation
* Original packaging
* A note stating when the medicine has to be returned to the parent
* Information leaflet about the medicine
* Pharmacy or GP label
1. No more than one weeks supply should be kept at any one time. Inhalers and allergy medication is different.
2. All medications should be located safely, near the First Aid box. Medicines requiring low temperatures should be stored in the fridge (fridge must have a child lock).
3. A daily record of dosage given should be kept near the First Aid Box and signed by the key worker.
4. Any medicine which is returned to the parent must be signed for.
5. In the event of the key worker being unavailable, a named member of staff will administer the medication and sign the dosage record.
6. Parents/carers will check and sign an Administration of Medicines form on a monthly basis.
7. The temperature of First Aid Cabinet will be monitored and recorded daily.

All new medications used for the first time must be administered at home by a parent/carer.

Please note that only medication prescribed by a GP can be given by staff after completing above procedures.

NON-PRESCRIBED MEDICINES:

 The nursery does not take responsibility of the administration of non-prescribed medicine such as Calpol and Nurofen as these mask the symptoms of the illness and when the effect wear off the child becomes ill again with symptoms. In these cases we feel that the child should not be at nursery as it is unfair on the child to be here when they need to be with their parent/carer or having one to one attention instead of being in a busy noisy room where they cannot relax and receive the attention they require. It is also unfair to the rest of the children if they are knowingly in contact with an illness or infection.

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