



## Safeguarding children

### 1.15.1 Administering medicines: policy and procedures

#### Policy statement

- It is our policy to administer medication when a child is recovering from an illness or to support a child's health and well-being.
- It is not our policy to care for sick children who would be better at home than nursery.
- Medicine can only be administered by us when it has been prescribed by a doctor (see below for procedure).
- In many cases, it is possible for the child's GP to prescribe medicine that can be taken at home in the morning and evening. This is the best way for medicine to be administered.
- If a child has not had the medicine before, especially a child who is under two, it is advised that the parent keeps the child at home for at least the first 24 hours to ensure no adverse side effects and to give time for the medicine to take effect.
- We can administer medications and treatments that are available over-the-counter from a pharmacy under certain circumstances. (See below for details.)
- We may administer paracetamol in very specific circumstances:
  - Parents have given permission for us to do so on the child's Registration Form
  - The child's fever is such that it would be dangerous not to do so
  - The parent has been informed of their child's condition and called to nursery to collect.

#### How we accept prescribed medicine from parents / carers

- Children taking prescribed medication must be well enough to attend the setting.
- The medication must be in its original container, in-date, clearly labelled with the child's name and dosage, and prescribed for the current condition.
- Only the child's key person or the senior member of staff leading the classroom that day can receive the medication from the parent / carer.
- The person who receives the medication must ask the parent/carer to fill in the paper 'Parental request for administration of medicines' form with the following information:



- The full name of child and date of birth;
- The name of medication and strength;
- Who prescribed it;
- The dosage to be given in the setting;
- How the medication should be stored and its expiry date;
- Any possible side effects that the doctor has highlighted;
- The parent / carers' signature, printed name and the date.
- **No medication may be administered without this information in full.**

### **Administering prescribed medicine**

- We can only administer medicine that has been prescribed by a doctor for the child and that has the child's name on the bottle.
- The senior leading the room will create a Medication Form on Family using the information 'Parental request for administration of medicines'.
- The Medication Form **must be acknowledged by parents** before the medicine can be administered.
- The medication must **only** be administered by the child's key person, their buddy, or the senior member of staff leading the classroom that day.
- The person administering the medicine checks that the medicine is in date and that all the instructions on the bottle are clear and being followed.
- The administration of medicine **must be witnessed by another senior member of staff** who must confirm to their own satisfaction that the dosage is correct.
- Whoever administers the medication must click on the 'Administer' button on the Medication Form and that the time and date when the medicine is recorded.
- Whoever administers the medication must ensure the medication is returned to the correct storage.
- Parents must acknowledge the administration of medicine on Family. The person who administered the medication must check that this has been done.
- If the administration of medication requires medical knowledge, individual training is provided to the relevant staff by a health professional.
- **Children must not self-administer.** Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged by parents / carers to tell their key person what they need. However, this does not replace staff vigilance in knowing when a child needs medication and how to respond appropriately.
- The Manager is responsible for ensuring all staff understand and follow these procedures.

- These procedures are in line with the guidance contained in the Department for Education's 'Managing Medicines in Schools and Early Years Settings'.

### **Procedures for administering over-the-counter medication**

- We can administer medication that has been bought over-the-counter from a pharmacist (i.e. medication that hasn't been prescribed by a doctor.)
- However, the medication must come to us unopened and in date (so we can be sure that it's safe).
- All other procedures for administering prescription medicine **must be followed**.

### **Children who have long term medical conditions and who may require on ongoing medication**

- A risk assessment is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the Manager alongside the key person. Parents will also contribute to a risk assessment.
- A health care plan for the child is drawn up with the parent outlining the key person's role and what information must be shared with other staff who care for the child. The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every three months or more if necessary. This includes reviewing the medication.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it. A second copy is kept in the child's file.

### **Storage and return of medicines**

- Storage:
  - All medication **must** be stored in the lockable medicine cabinet in the classroom or (if it needs be refrigerated) in the red box in the fridge.
  - The child's key person (or key buddy) and the senior member of staff leading the classroom that day are jointly responsible for telling all staff where the medication is stored.
- Return:
  - All medication is returned at the end of the day.
  - The child's key person (or key buddy) and the senior member of staff leading the classroom that day are jointly responsible for ensuring that medicine is handed back at the end of the day to the parent/carer.

### **Managing medicines on trips and outings**

- If a child that needs medication is going on an outing the child’s key person must go with them and carry out a risk assessment for that individual child. Other staff on the trip should also be aware of the child’s specific needs.
- Medication is taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication. The **‘Parental request for administration of medicines’** form must be included in the box.
- On returning to the setting the form must be returned to the child’s black folder.
- If the child is given medicine while on the trip, the key person must create a record of this on Famly using the ‘Administer’ button. The key person must ensure this is acknowledged by parents.
- This procedure must be read alongside the ‘Outings procedure’.

**If a child on medication has to go to hospital**

- If a child on medication has to be taken to hospital, the child’s medication is taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication. The **‘Parental request for administration of medicines’** form must be included in the box.

**Administering non-prescribed medicine (paracetamol)**

- Paracetamol (un-prescribed) will only be administered by us to those children whose temperature is very high and the parents are on the way to collect; or to those children who’s need is very pressing, such as in the event of a febrile convulsion. **We do not administer paracetamol for teething / colds etc.**
- In addition to the above, we can administer paracetamol to those children whose parents / carers have given us permission to do so on Famly.
- The paracetamol must only be administered by the child’s key person (buddy in their absence) or the senior member of staff leading the classroom that day. It is their joint responsibility to check with the Manager that the necessary permissions have been supplied by the parents / carers.
- A senior member of staff must witness the administration of medicine and create a Medication Form on Famly. It is the joint responsibility of the key person and the senior to check that the form has been acknowledged by the parents.

**This policy was updated and reviewed in:**

Reviewed date	Name	Signature
August 2023	Stuart Watt	<b>Stuart Watt</b>