



## Administration of Medicines Policy

West Byfleet Nursery believes that children who are unwell should be at home until they are well enough to attend nursery. However we do recognise that sometimes children require medication to maintain their health and wellbeing. In these circumstances we will agree to administer certain medication.

Please also refer to West Byfleet Nursery's Illness and Injury Policy

In line with current legislation, at least one member of staff who has a current paediatric first aid certificate will be on site at all times. Paediatric First Aid training is for a minimum of 12 hours, as approved by Surrey County Council, and is updated every 3 years. West Byfleet Nursery currently has 14 staff members qualified to this level.

In order for us to be able to administer medication the following must be adhered to:

### Consent

Parents and carers must provide written consent for the nursery to administer emergency medical treatment prior to the child attending the nursery.

We will be unable to admit a child to the nursery whose emergency medical treatment form has not been signed by a parent / carer.

Parents/carers must give prior written consent for the administration of all medication. No medication will be given unless the consent form is complete and signed. The form includes the following information:

- Full name of child
- Date of birth
- Name of medication
- Name of prescribing doctor
- Dosage to be given
- Batch number of the medicine and expiry date
- Time medication should be given and where the medication should be stored e.g. In a fridge
- Signature, printed name of parent/guardian and date
- The medicine must be in its original container

### Administration of Medicine

Non-prescribed medicine will only be administered in the following circumstances;

- Paracetamol: for children who are prone to febrile convulsions in line with the statutory requirements of the EYFS (2017). This will be detailed on the child's admission form together with the parents completing a medicine consent form. The child's temperature will be taken and the parents will be phoned before the child is given the paracetamol and the parents will then be asked to collect their child.
- Paracetamol: where a child's temperature reaches 40 degrees C and, in the absence of a parent, we have been instructed to do so by a medical professional.
- Non-prescribed creams for nappy rash or eczema: parents must provide written consent for the application of creams for the treatment of skin conditions.

Prescribed Medication will only be administered **with** prior written consent;

- When a child requires medicine a member of staff will complete a log of the medicine administered, to include the time, dose and date.
- Two members of staff are to be present to administer medicine with a counter signatory on the form.
- The child's parent/carer must countersign this form upon collection
- Should the child refuse to take the medication, staff will not force the child. This will be documented and the parent/carer will be contacted straight away.
- Where children require specialist medicine, e.g. epipen, it will be administered by a trained member of staff. All first aid qualified staff are epipen trained and this training will be updated regularly.
- If a child is deemed competent he/she may self-administer inhalers under adult supervision. In all other cases inhalers will be administered by a qualified staff member.
- Parents must provide written consent for the application of creams for the treatment of skin conditions.

### Long Term or Complex Medical Needs

- Should a child with long term or complex medical needs be admitted to the nursery a detailed care plan will be written in consultation with parents/carers and relevant health professionals.
- Where appropriate specific staff training will be undertaken.

### Storage of Medicines

- All medicines must be clearly labelled to display the child's full name and date of birth.
- Medicines will only be accepted in the original containers as dispensed by a pharmacist.
- Medicines are locked in a medicine cabinet in the staff room. Medicine that needs to be stored in the fridge will be stored in the staff room fridge which is only accessible to staff members.
- Emergency medicines i.e. epipens, inhalers are stored in individual named/photographed boxes located in the colour coded class grab bag which is kept on a hook out of children's reach. These bags move around the setting with the class and are always stored out of reach.
- Medicines must **not** be stored in children's bag/trays or anywhere else a child could access.
- Unused medicines will be given back to the parents. Staff are **NOT** to dispose of medicines.
- Expiry dates of long term medications will be checked regularly by the child's key person. It is the responsibility of the key person to liaise with the parent/carer to ensure that all medications on the premises are in date.

### Emergency

In case of a serious accident or illness occurring the parent or carer will be contacted immediately and the appropriate action taken. If the accident or illness requires immediate medical attention 999 will be called. If the child requires immediate hospital attention, the child will be escorted to A&E by the Manager or Deputy Manager (with the child's full admission details) who will stay with the child until the parent or carer arrives. Health professionals will be responsible for any decisions involving the child's care until the parents arrive.

Signed: Ruth Claydon

Date: 15th October 2018

Review Date: October 2019