



## **Medication Policy**

### **Purpose of Policy**

The purpose of this policy is to ensure that all parents / guardians understand the procedure for the authorisation of administering medication to their child. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

### **Who is Responsible?**

It is the overall responsibility of the Nursery Manager to ensure that there is written parental/guardian permission to administer medication to children during the session.

It is the responsibility of the staff to ensure that parent / carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer signs when they are collecting their child.

The manager and room leaders will ensure that all medicines are being returned to parents at the end of the session. No medication will be stored at nursery overnight.

### **How will the policy be implemented?**

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form. A new entry should be completed where there is change in circumstances.
- The medicine administration form will detail the name of the qualified practitioner who administered the medication, and another staff member will sign as a witness to the administration of the medication.
- Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.
- The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child
- Medicines to be stored in the fridge will be stored in a plastic lidded box, clearly named, and dated.

### Administering of 'controlled' drug medication

- If a child requires a 'Controlled Drug' the only person permitted to administer the drug is the parents / guardians or management if necessary.
- The controlled drug **will** be stored in a locked cupboard in the Manager's office.
- At no time will any member of staff be permitted to administer a 'controlled drug'
- At no time should the medication form be completed in pencil, must be in pen.
- Parents should be signing their names and not printing.
- Parents signature must be clearly seen at the bottom of the medication form.
- It must be clearly stated **why** the child is on the medication.
- No medication should be left in children's bags.

### Administering of all other Medication

- At no time should the medication form be completed in pencil, must be in pen.
- Parents should be signing their names and not printing.
- Parents signature must be clearly seen at the bottom of the medication form.
- It must be clearly stated **why** the child is on medication.
- Medication must be stored accordingly in sealed containers in fridge or cupboard.
- **No medication should be left in children's bags.**

### Auditing Medication

- Medication forms will be checked daily by management and countersigned by the Manager / Deputy Manager.
- All medication forms should be easily accessed all the playrooms by Management.
- The Manager / Deputy Manager will audit all medications brought in and out of the nursery, this will also be countersigned by management.

The Manager and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting.