

## Little Treasures Nursery Administration of Medicine Policy

### **Aims and Objectives**

To ensure that all medicines are administered safely to all children in our care.

### **Responsibilities**

It is the nursery staffs responsibility to ensure that all medicines are administrated by the correct medical and parental guidelines.

### **Procedures**

- The first dose from all new medicines must be given by parents before medication is brought into the nursery.
- All medicine must be brought to nursery with the medication information leaflet. Failure to do so will mean your child cannot be given the medication.
- All medicines brought in must be entered in the medication sheet, reason for medicine and the last time it was administered. All this information must be recorded by the parent.
- All parents must provide complete details of why and when their child requires medicine.
- Medicines must be labelled by staff with the child's name, date and recommended dosage.
- All staff must check that the recommended dosage on the medicine label agrees with what parents have asked for.
- Children cannot be given a higher dose than is recommended on the medicine label.
- Staff must check the expiry date on all medications before giving a child medicine. If medication is out of date staff will contact parents immediately.
- Children cannot be given medication that is out of date.
- Medicines must be stored following recommendations on medicine.
- All staff must complete dosage sheet for every medication.
- Staff must sign the sheet when administering medicine; this will be checked and signed with another member of staff.

- If a child refuses to take their medicine staff must immediately contact the child's parents to inform them of why the medicine has not been given.
- Medicine must be signed for by parent when returned to them at night.
- Medication stored permanently on nursery premises must be recorded on the overnight storage sheet and resigned by parents every 28 days to confirm details correct.

#### **Documentation**

- Medicine Sheets

National Care Standards- Health and wellbeing, Standard 3  
Well-managed service, Standard 14

Reviewed November 2010