

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. Staff are unable to accept and administer medicine without the information leaflet.
- All medicines brought to nursery must be in their original containers.
- 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 complete all appropriate sections of nursery medicine sheet, staff must complete remaining sections
- All staff must complete child's individual medicine dosage sheet for every medication.
- 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 If medication is out of date staff will contact parents immediately.
- Children cannot be given medication that is out of date.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.

- 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 on both medicine and dosage sheet.
- 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.
- Parents/Carers of children on medication which is stored on nursery premises must complete the Long Term Medication Record every time the child is brought to nursery. Both staff and parents/carers must ensure this is done. The only exception to this is children on medication which must be given with every meal they eat.
- Children who require medication in nursery on a long term basis must have an individual care plan which details illness, symptoms, dosage and procedures for staff to follow should medication be required. This must be signed by parents and all staff.

Documentation

- Medicine Sheets
- Individual dosage sheet
- Long Term Medication Record

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

Signature	Position	Date of review