



# Medication Policy

**Arrangements for Review:**

**Diane Daniels** is responsible for the implementation of this policy and conducting regular reviews. This policy was adopted in July 2010 and will be reviewed in **November 2011**

### **Policy Context:**

In cases where the child has been left in the care of the Children's Centre (either in the Nursery or occasionally in a crèche) and the parent is not on site, Seashells **will agree to administer prescription medication only**. We will not administer non-prescription medication (over the counter medications). This includes such medications as head ache or pain medications, cough and cold medications, eye or ear drops.

All medications to be administered must be prescription and in the original container with the prescription information on it. All prescriptions must be current and prescribed by a doctor. Medication will only be administered according to the prescription instructions, and all medicine should be returned home with the child at the end of the session and not remain on the premises.

A permission form for administration must be completed and signed by the parent prior to medication being administered (see template at Appendix 1).

Sheerness Neighbourhood Nursery has it's own policy in line with OfSTED recommendations appended to this policy.

This policy is linked to Seashells Children's Centre policy on First Aid, Health and Safety, Risk Management, Accident and Incident, Hygiene, Personal and Intimate Care, Sickness and Partnership with Parents/Carers.

### **Aims**

- To ensure the safety and well-being of all children left in the care of the centre
- To ensure parents/carers are fully aware of the action that the centre will take in relation to administering medicine to children

### **Procedure:**

All medications will be administered by either a qualified first aider or under the supervision of a member of the management team; this will also be checked by another member of staff.

Centre staff will only administer prescribed medication to the child named on the container and as stated on the medication permission form.

All medication administered will be recorded on individual medication forms. The time, date, dosage, expiry date and signatures for the staff that administered and checked the medication should also be recorded.

All medication will be stored either in a locked fridge or in a locked, high level cupboard away from children's reach.

Children with ongoing medical conditions e.g. asthma / epilepsy who are frequently in the care of an on-site nursery will have a care plan to meet individual needs. This will be developed and reviewed on a regular basis by parents / carers and staff.

All medicine should be returned home with the parent/carer at the end of the session and not remain on the premises.

In the case of an emergency situation arising, advice will be sought from the Emergency Services and parents/carers will be contacted. Should the Emergency Services wish to take a child to hospital, and the child's parents/carer cannot be contacted, a member of the centre staff will accompany the child to hospital until contact can be made with parents/carer or another person authorised by the parent/carer.

**Policy Implementation:**

- XXX (named staff member) is responsible for the implementation of this policy and conducting regular reviews. All staff and parents/carers are aware of who this person is and how to contact them (*give details below*):
- All staff are made aware of this policy as part of their induction, reviews, and training.
- All parents/carers are made aware of this policy and are encouraged to follow the guidelines.
- Partner agencies are made aware of this policy and support its implementation where appropriate.

**Arrangements for complaint**

These are defined in the Children's Centres Complaints Policy.

March 2010



# Medication Policy

## Statement of Intent

It is the policy of the Nursery that medicines will only be given by a member of staff to a child if authorisation has been given by the parent/carer.

## Aim

To ensure medicine (provided by the parent/carer) is given to the child in the right quantities and at the right time

## Method

All Parents/Carers will be asked to complete, and sign, a Nursery medication form prior to any medication being administered on the premises. Nursery staff will ascertain when the medication was last administered by the parent/carer and record this on the form and the greatest care will then be taken to follow the instructions implicitly. Wherever possible the parent/carer will be asked to administer medication. If this is not possible and the Nursery is to administer medication, then this must be done in the presence of two Nursery employees.

All medicines to be administered must be in the original container with the information on it. All medicines must be current (in date) and will only be administered according to the instructions on the container. Staff will check the container has not got the wrong name on it.

The first dose of any medication prescribed by a General Practitioner must be given by the Parent/Carer at least 4 hours prior to any medication given at the Nursery.

Medicines will be stored away and out of reach of children.

A signed and witnessed record of any/all medication given shall be made, and countersigned at the end of each session by the person collecting the child. The medication will be returned to the parent/carer after each session.

Should a child become unwell whilst in our care, it is usual practice to contact the Parent/Carer to discuss the situation, maybe requesting that the child is collected from the Nursery if necessary. Medication cannot be administered by staff without prior written consent by the Parent/Carer responsible.

Agreed by SCFCLtd Board: 28<sup>th</sup> January 2010

**APPENDIX 1: DRAFT MEDICATION PERMISSION FORM**

If your child is being left in the care of the nursery at Seashells Children's Centre and requires medication to be given by centre staff, please complete the following permission form:

**CHILD'S NAME:** \_\_\_\_\_

**Name of GP:** \_\_\_\_\_

**Contact details of GP:**

**1. Day(s) attending nursery when medication will be needed:**

\_\_\_\_\_

**2. Medication Required:** \_\_\_\_\_

**Date of Prescription:** \_\_\_\_\_  
*(please note only medicines prescribed for the child by a doctor will be administered)*

**Expiry Date of medicine:** \_\_\_\_\_

**Dosage Instructions:** \_\_\_\_\_

**3. Details of last dosage:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Dosage given:** \_\_\_\_\_

**4. Details of dosage to be carried out by staff at Seashells Children's Centre:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Dosage:** \_\_\_\_\_

**Storage:** \_\_\_\_\_

Please ensure all medication, including inhalers etc, are clearly marked with your child's name.

**I give permission for a member of Seashells staff to administer the above medication, in the dosage instructed, to:**

**CHILD'S NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**PARENT/CARER**

**DATE:** \_\_\_\_\_