

# Smisby Day Nursery

## Policy



### **Subject: The Administration of Medication**

Smisby Day Nursery recognises that the need for medication is a regular and vital part of many young children's everyday lives. It is important that we use this Policy to adopt a positive approach to meeting the needs of these children and those of their parents/carers. All Nursery Staff should be familiar with this Policy, and must only undertake the administration of medication when they are sure they can do so safely.

### **Duties of Parents**

To inform the Nursery in writing about your child's health care needs *before* admission, and again as soon as there are any changes to these needs.

To provide any medication/s required, and ensure it is fit for use, and clearly labelled.

To provide prior written consent on a 'Medicines Given' or a 'Long Term Medication' Form.

To pass on to the Nursery Staff any information you have about the side effects or adverse effects of the medication/s that your child is taking, whether administered at home or at Nursery

To inform the Nursery Staff about any medication given to your child earlier that day.

To ensure that the Nursery Staff understand how and when to administer the medication/s; no Staff Member/s may undertake the administration of any medication until confident of the process.

### **Supply**

All medication/s must be supplied by the parent/carer. Nursery Staff are not permitted to buy and administer medications to children with the exception of Calpol Suspension.

*Prescribed Medication* is the property of the person for whom it is prescribed, and may not be used for anyone else. All prescribed medicines must be supplied to the Nursery in its original prescription packaging, including inhalers, and can only be given to the person named on the prescription label. There can be no exceptions to this rule.

*Medicines Owned by a Child's Family*, and left with Nursery Staff, are only to be used for members of that family.

Parents/carers must clearly identify how medicine must be stored and this information is recorded on the appropriate medicine form.

### **Consent**

Parental consent must be given in writing on the 'Medicines Given' Form or a 'Long Term Medication' Form, before any medication can be administered. The only two exceptions to this are if parents have completed a 'Calpol Consent' as part of the Induction process for their child, or if there is a completed and signed Protocol which has been accepted by both the Nursery and parent.

Consent must be given for each medication, and must be regularly renewed as follows:

*Regular Prescribed Medication:* At the start of medication and again if the dose is changed. Parents will be asked to sign at the end of each day to confirm the medication. **Always use the 'Long Term Medication' Form.**

*Short Term Medicine Use:* For each episode of illness, and for each medicine. Parents will be asked to sign at the end of each day to confirm the medication. **Always use the 'Medicines Given' Form.**

*Medicines for Emergency Use:* Every six months, and again if the dose is changed. Parents will be asked to sign at the end of each day to confirm the medication. **Always use the 'Long Term Medication' Form.**

A copy of the Protocol must be kept with the medication at all times. The protocol must be reviewed annually or at the change of any conditions described within the Protocol.

The wording of the 'Calpol Consent' is:

We keep a supply of Calpol Infant Suspension at the Nursery in the event that your child develops a fever whilst at the nursery. Should the staff responsible for your child's care deem that your child will benefit from being given Calpol we will contact you by phone before administering the first dose and to obtain your verbal consent. When you collect your child you will be asked to sign a written confirmation of the medication your child has received.

In a few rare cases it has been known to have a reaction on certain children - whilst not serious, we obviously have to be aware of the possibility of it happening to a child who has never been given it before. We therefore need to know if your child has been given Calpol before.

*\* My child Has / Has Not been given Calpol before.*

*\* I Give / Do not give my consent to the staff at Smisby Day Nursery, under the authorisation of the Officer or Deputy in Charge, to administer Calpol should the need arise on the express understanding that the staff will contact me by phone prior to the administration of the first dose.*

## Storage

These storage requirements apply to all medications on the premises, even those not intended for the children.

All medications must be either stored in the locked medicine cabinet in the staff room or on the top shelf of the fridge in the kitchen. Medications for internal and external use must be kept separately. Testing sets, e.g. glucose strips, must also be separated.

## Security

The medicine cabinet key must be securely kept, and be available to Staff in emergencies.

Oxygen and some other medications may require special storage arrangements, and appropriate advice should be obtained prior to the storage of these medications.

### **WARNING: Medications deteriorate, even when not in use.**

Expiry dates on tubes and boxes may help to work out if a medication is fit for use. However, many medications (e.g. eye drops) have a reduced life once they are opened, and this will be indicated on the manufacturer's packaging or dispensing label. Poor storage (e.g. too hot) will shorten medication's life unpredictably. Advice on medication's life and whether it is fit for use, may be obtained from community pharmacists or dispensing doctors.

## Administration

**At all times every member of staff who administers medication must be witnessed by another member of staff and that witness must sign the appropriate form once the medication has been administered.**

*Prescribed Medication (except injections)* must be administered in accordance with the prescriber's instructions on the dispensing label. These instructions must be in full, detailing amount and frequency. Everything on the label must be read and taken into account before administration. Medications used occasionally to control some symptoms must have extra written instructions, detailing the circumstances of use. Verbal messages are not sufficient. Nursery Staff must not depart from the instructions on the label, except for recent dosage changes, but this period of incorrect labelling must not exceed one week.

*Prescribed Medication (injections and other special administration techniques)* may only be undertaken after Staff Member/s have been trained by an appropriate professional. Training for Staff must include recognition of the onset of symptoms requiring the special care and treatment, how to treat, and when outside help must be obtained. The training which Staff receive must not be less than that which the parents/carers received.

*'Over the Counter' Medicines for Short Term use* must be supplied by the parent/carer in the original purchased container, clearly stating the correct dosage for the child's age, and the cautions. The medicine may only be used for the condition/s listed on the packaging. The packaging and dosage are part of the product licence and variation from them may put the liability for use on the administering Staff Member.

*Medicines required for Emergency Treatment* must be provided by the parent/carer, clearly labelled in the original containers as dispensed. The directions on the label must specify the dose needed, and any other instructions about its emergency use.

It is the joint responsibility of the parents/carers and the Nursery Staff to ensure that all medication is fit for use. Before administering a dose for the first time every day the Staff member administering the medication will check to ensure that the medication is still 'in date' and has been properly stored. Parents/carers must make sure that they provide a new supply promptly when necessary and that at the start of each day there is enough of each medication for the whole day.

## **Records**

The parent/carer must give the Nursery all appropriate medical, pharmaceutical and other information at the time of admission. New medication/s, and any variations from the original conditions, must be notified to the Nursery at, or before, the child's next attendance at Nursery.

*Recording of the Administration of Medication.* An entry must be made on the 'Medicines Given' Form or the 'Long Term Medication' Form when any medication is administered. The date, time, signature of the staff member administering the medication as well as a staff witness's signature must be recorded each time medication is administered. The Form must then be signed by the parent/carer at the end of the day. Parents/carers must be informed if medication was refused or if it is believed an error has been made.

*Retention of Records.* The 'Medicines Given' and 'Long Term Medication' Forms should be kept securely in the Medications file. They must be treated as confidential and kept for at least 3 years.