



University of  
St Andrews

## Management of Medication (Nursery)

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| <b>Document Type</b>              | Policy   |
| <b>Scope (applies to)</b>         | All member of the Nursery staff and management and parents/carers  |
| <b>Applicability date</b>         | 26.11.2021   |
| <b>Review/expiry date</b>         | 26.11.2022   |
| <b>Approver</b>                   | Assistant Director Children's Services   |
| <b>Document Owner</b>             | Nursery Manager  |
| <b>School / Unit</b>              | The Nursery  |
| <b>Document Status</b>            | Active   |
| <b>Information Classification</b> | Public   |
| <b>Equality impact assessment</b> | None   |
| <b>Key Terms</b>                  | Medication   |
| <b>Purpose</b>                    | This document has been drawn to ensure the safe management of medication of children within a nursery setting. |

| <b>Version Number</b> | <b>Purpose / Changes</b> | <b>Document Draft</b> | <b>Author of changes, role and school / unit</b> | <b>Date</b> |
|-----------------------|--------------------------|-----------------------|--|-------------|
| 1.1                   | Update                   | Live                  | Nursery Manager                                  | 06/07/2022  |
| 1.2                   | Update 4.a               | Live                  | Nursery Manger (AC)                              | 10/02/2023  |

## 1. Introduction

Many children will at some time need to take medication while attending day care or childminding services. For many, this will be short-term, perhaps finishing a course of prescribed or non-prescribed medication. Other children may have medical conditions such as asthma that require regular medication which they might need to take while they are at the care service. Some children have conditions which require emergency treatment, for example, severe allergic conditions or fits (seizures).

## 2. Aims of this policy

The policy will ensure all nursery practitioners have information and guidance within the following areas.

- Use of communal medication
- Consent to treatment
- Storing Medication
- Administering medication
- Record keeping

## 3. Use of use communal medication

The Nursery will not purchase and keep stocks of medicines for communal use just in case a child displays symptoms of a minor ailment or allergy. Such medicines would include paracetamol, ibuprofen and chlorphenamine. The service must make sure that parents and carers provide written consent for their child to be given medicine for a minor ailment or allergy. Parents should supply the medication to be used. (Ref: National Care Standards - Early education and childcare up to the age of 16.) Staff should obtain time-limited consent for its use, administer the medicine as directed and keep appropriate records as they would with any other medicine. Administering medicines to children should always be at the parent's request for a specific illness or incident. Parents/carers should not be asked to give general permission for childcare services to administer at any other time.

## 4. Consent to treatment and record keeping

Parents/carers shall provide written details of medication by completing and submitting the Nursery medication form (long or short term) (appendix 1) which includes medication name, dosage, expiry date, date prescribed\*1 and time the last dosage was administered.

**\*1 The nursery will not accept medication that is not prescribed by a doctor or a pharmacist. Please do not bring medication bought over the counter.**

### a. First dose of new medication

Practitioners will not give the first dose of a new medicine to a child. Parents/carers should have already given at least one dose, 24 hours prior to their session start time to ensure that the child does not have any adverse reactions to the medication. When a child is given a new medication, parents/carers should watch closely for allergy or sensitivity symptoms. **This would not include emergency medication such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction.**

## **b. Record keeping**

Any new medication administered by parents/carers must be recorded on the Medication form and should be signed the parent/carer. Staff should always read and retain the information leaflet which is supplied when a medicine is dispensed by a pharmacist or the child's General Practitioner (GP).

## **5. Storing Medication**

### **a. Short Term**

Medication must be in the original boxes and placed into a zip lock plastic bag. Bags must be clearly labelled with the full name of the child, their photograph and the medication name and expiry date. Medication will be placed in the bag along with the completed medication form and information leaflet. This shall be stored appropriately i.e in the locked cupboard in the back office or in the medication box stored in the kitchen fridge. If there is a discrepancy between the medication on the form and the medication held, **the medication will not be administered**. Parent/carers are required to give the child the medication at home at first to ensure the child has no adverse reactions to it. Short term medication will not be held on site, this will be required to be signed in and out daily.

### **b. Long Term**

Long term medication will be stored on site and reviewed with parent/carers every 3 months along with the long-term medication form. Emergency medication (adrenaline pen, inhalers etc) will remain in a box on a high shelf within the playroom with a clear label on it for quick access in an emergency.

## **6. Administering medication**

If medication is administered during nursery hours this must be recorded and signed by two Qualified members of staff and shown to the parent to sign. The reason for "as required" medication to be given must be noted in the child's medication form.

The medication form and medication is required to be inside a zip lock the medication bag with the child's details and medication details clearly written with information matching.

The expiry date will be checked and in date, the name of medication, the child's name, and the dosage to be administered will be clear and match with medication form. This procedure should be carried out by two qualified members of staff prior to administering the medication to the child.

Out of date medication must be disposed of by the parent/carer. It is the responsibility of the parent/carer to make sure the nursery has enough medication on site. If supplies are low parents/carers should be informed.

If medication is to be administered by medicine spoon, this must be provided by parents/carers, stored with the medication and cleaned after use.

When medication is no longer required, or the child leaves the nursery, medication must be returned to the parents/careers and medication forms signed by the parent/carers which will be retained by the nursery. All information regarding the child's medical history will be archived into the child's file as per Government guidance.

When a member of staff has concerns about the health and well-being of a child, they should contact the parent/carer immediately.

When a child has specific requirements (e.g. use of an EPI-PEN or diabetes) staff to be trained before the child can attend the Nursery.

If a child refuses medication parents/carers should be contacted immediately. Information will be recorded within the child’s plan about the impact if medication is not taken. If a child spits out medication it will not be re administered and parents/carers will be notified.

If medication is given as an overdose or administered to the wrong child parents/carers will be notified immediately and medical advice sought.

In an emergency medication, children’s details and a staff member will go with the child and stay until parents/carers arrive. **In an emergency dial 999**

**Appendices**

Appendix 1-

University of St Andrews Nursery – Short Term Medication Form

*All boxes must be completed by Parent / Carer before medication can be administered by Practitioners.*

Today's date: \_\_\_\_\_  
 Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Medical Condition: \_\_\_\_\_ Name/form of medication: \_\_\_\_\_  
 Date dispensed (if prescribed): \_\_\_\_\_ Expiry date: \_\_\_\_\_  
 I confirm that I give permission for the medication listed above to be administered to my child as detailed above.  
 Signature of Parent: \_\_\_\_\_ Signature of staff collecting medication: \_\_\_\_\_

**(The nursery is unable to administer a first dose of any new medication)**

**Medication sign in/out**

| Date medication signed in | Time administered at home/ dosage given | Time to be administered at nursery | Dosage to be given | Date medication signed out (signed by parent) |
|---------------------------|---|------------------------------------|--------------------|---|
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*It is the Parent / Carer's responsibility to inform the University of St Andrews Nursery, when treatment is no longer required.*

*If more than one medication is to be administered a separate form should be completed.*

University of St Andrews Nursery – Long Term Medication Form

*All boxes must be completed by Parent / Carer before medication can be administered by Practitioners.*

Today's date: \_\_\_\_\_ Date required for review: \_\_\_\_\_ Information can be found: \_\_\_\_\_  
 Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Medical condition: \_\_\_\_\_ Name/form of medication: \_\_\_\_\_  
 Date dispensed (if prescribed): \_\_\_\_\_ Expiry date: \_\_\_\_\_  
**(The nursery is unable to administer a first dose of any new medication)**  
 Time(s) to be give at Nursery: \_\_\_\_\_ Dosage to be given: \_\_\_\_\_  
 I confirm that I give permission for the medication listed above to be administered to my child as detailed above.  
 Signature of Parent: \_\_\_\_\_  
 Signature of staff collecting medication: \_\_\_\_\_

| Date | Dose given | Time administered | Signature of qualified person administering medication | Signature of person witnessing medication | Parent's signature |
|------|------------|-------------------|--|---|--------------------|
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