



University of
St Andrews

Management of Medication (Nursery)

Document Type	Policy
Scope (applies to)	All member of the Nursery staff and management and parents/carers
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Purpose	This document has been drawn to ensure the safe management of medication of children within the nursery.

Version Number	Purpose / Changes	Document Draft	Author of changes, role and school / unit	Date
1.1	Update	Live	Nursery Manager	06/07/2022

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.

3. 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 and time the last dosage was administered.

Practitioners will not give the first dose of a new medicine to a child. Parents/carers should have already given at least one dose to ensure that the child does not have an adverse reaction 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.**

Any medication taken should be **recorded on the Medication form** and should be signed the parent/carer. Where possible, staff should always read and retain the information leaflet which is supplied when a medicine is dispensed by a dispensing doctor, at a pharmacy or bought over the counter.

4. Storing Medication

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 in the fridge in the kitchen. If there is a discrepancy between the medication on the form and the medication held, **the medication will not be given**. 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. 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.

5. Administering medication

If medication is administered during nursery hours this must be recorded and signed by 2 Qualified members of staff and shown to the parent to also sign the medication form. 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 should be checked and in date, name of medication and who it issued to along with the dosage should be clear and match with medication form. This checking procedure should be carried out by two members of staff when reviewing and prior to giving 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 at the nursery. 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 parent/carers. All information regarding the child 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. Example Long Term/Short Term Medication Form

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

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 – 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)

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.

