



DAY NURSERY AND PRE-SCHOOL
83 - 85 Hall Road
Hull
Tel: (01482) 470535

Medication Policy and Procedure

- Staff must complete an 'in house' training programme before they can administer any medication.
- Where possible the Key Person is responsible for the correct administration of medication to children for whom they are the key person.
- All medications **MUST** be given by two staff members.
- Medicines should only be given if prescribed by a Doctor, nurse practitioner, Dentist or pharmacist prescriber.
Exceptions to this rule is
Teething gel which can be given at any time as stated on the box.
Calpol or its equivalent is only given with consent from the parent and senior member of staff. and if the child's temperature is higher than 37.5°C or if a child shows signs of distress when teething etc. If this is the case verbal consent must be sought from the parents.
- Aspirin or medicines containing aspirin should NEVER be given to any child under 16 years old unless it has been prescribed by a doctor.
- Medication that can be given at home i.e. in the morning and evenings should be given by the parent/carer prior and after coming to nursery.
- If a child has not had a prescribed medication before, especially a baby/child under two, parent/carer should keep the child at home for the first 24hrs to ensure no adverse effect as well as to give time for the medication to take effect.
- Staff must follow the procedures in this document and in 'Medicine Sense'
- Children taking prescribed medication must be well enough to attend the setting.
- A Medication Authorisation form must be signed by the parent before the medication is given.

- When any medication is administered it must be recorded on a Medication Sheet and signed by the administrator, the witness, and the parent/carer.
- All medication should be stored at the correct temperature.
If medicines are stored in a fridge they should be in a sealed, labelled container.
- All other medicines including emergency inhalers etc. should be stored in a sealed container in a locked cupboard, out of the reach of children and clearly labelled.
- Staff must make sure they are aware of any side effects of the medication, either from the Care Plan or Medication leaflet.
- Parents should inform staff members of possible reactions their child may have to the medication.
- If a child refuses to take their medication, the child should not be forced.
The parents must be informed the same day of the refusal.
- If the administration of a prescribed medication requires medical knowledge, individual training must be provided for the relevant member of staff by a health professional.
- A Risk Assessment must be carried out for each child with long term medical conditions that require ongoing medication. Parents should also contribute to this risk assessment.
- Staff should seek medical advice if unsure.
- The setting will not give medication if it appears to have been tampered with or not in the correct container.
- All medications must be disposed of by the parents as it belongs to them.
- If a child prefers to self-administer, then staff must risk assess this and along with parent's approval, allow the child to do so. They must be provided with an allocated place that offers privacy.
- All medicine forms will be kept for 30 years in a secured location.

Staff medication

- Practitioners must not be under the influence of alcohol or any other substance which might impede their ability to care for children
- If practitioners are taking medication which may affect their ability to care for children, they should inform their manager immediately.
- The staff member will be risk assessed and may be put on other duties or will be refused work.
- All medication should be stored at the correct temperature.
If medicines are stored in a fridge they should be in a sealed, labelled container.
- All other medicines including emergency inhalers etc. should be stored in a sealed container in a locked cupboard, out of the reach of children and clearly labelled.
- If a staff member is advised not to work due to medication, then they will not be allowed to work.

- If a staff member has a medical condition that may require medication or intervention, then an individual health plan and risk assessment will be carried out with the staff member.
- Staff members are not allowed to give their prescribed medication to other staff members whilst in work.

Medications on Trips and Outings

The Main Organiser will be responsible for:

- Completing a list of the children requiring medication
- All medication must be stored in a sealed plastic box with is clearly labelled.
- Making sure the Medication Authorisation Forms are complete and when any medication is given it must be recorded on the child's own Medication record Sheet. These forms must be stored inside the plastic medication box.
- Storing the medication in a sealed plastic container away from the children
- Giving the medication when required
- Completing the appropriate paperwork
- If medication needs to be stored in a fridge, then medication cannot be taken on an outing. The parents will be informed, and alterative arrangements will have to be made.
- Ensuring all IHP's and medication are taken

THE NURSERY RESERVES RIGHT TO RESFUSE TO GIVE ANY MEDICATION.

Reviewed: June 2021

Signature.....

INFORMATION FOR THIS POLICY WAS SOURCED FROM: EYFS and H&S at Work Act 1974, Medicines Act (1968) Administering medicine (Noodle Now online training)

