Houston Primary School Nursery

Administration of Medicines & Care Procedures Policy

**Administration of medicines must be done in line with Master Safety File 29(a) Revised.**

There is no legal obligation on a member of staff to dispense medicine to a child even if this is requested by a parent. If a child is in need of a prescribed medicine during his/her time at nursery, parents should discuss his/her requirements with the head of nursery and the child’s key worker. The purpose of this policy is to ensure the safe administration of medication when required, as stated by parents/carers.

Parents will be required to fill in a ‘Administration of medicines: Parental Request Form, which authorises nursery staff to administer medicine to their child. These forms will be issued by the Senior Nursery Officer and will be kept in an Administration of Medicines folder, filed in the nursery office.

(Appendix 1). Two staff signatures are required following medicine being administered to a child.

In line with the Care Inspectorate: Management of Medication in Day-care of Children & Childminding services, the Senior Nursery Officer will review medications and associated records monthly. Parents will also be asked to review their child’s, Administration of Medicines Parental Request form every three months.

This information will be collated on a ‘Significant Information’ form for each room by the Depute Head Teacher of the nursery (Appendix 3). These forms will be displayed in the office, staffroom and playrooms and will be copied for supply staff. The information on the form will be updated as required. Photographs of children requiring medication will also be displayed around the nursery, including the Snack Table and Staff Room.

* Staff will only administer medicines prescribed by a doctor with accompanying prescription label.
* Staff will only administer medicines if parents have completed the appropriate consent forms giving permission to administer the medication.
* All medication labels will be checked, including expiry dates by Mrs Lesley Laird.
* Staff will complete a Record of Medication sheet which will be countersigned by another member of staff. (Appendix 2) This will be stored in the locked filing cabinet in the DHT’s Office.
* Parents will be informed when medication is given. A parent/carer should sign the Record of Medication sheet.
* All changes/updates of medication must be passed on to Lesley Laird (Senior Nursery Officer) with information recorded on the appropriate paperwork.

**Oral information will not be acted on and no communal medicines will be stored for administered for communal use e.g. (Calpol).**

* All medicines will be stored in a locked safe in the nursery office.
* Individual’s medicines must be stored in a plastic, clearly labelled container with::
* **name of child**
* **photograph of child**
* **name of medicine**
* **dosage and time**

**CHILDREN SHOULD NOT BE GIVEN THEIR FIRST DOSE OF MEDICINE BY A MEMBER OF NURSERY STAFF. PARENTS MUST HAVE ADMINISTERED THIS MEDICINE THEMSELVES PREVIOUSLY INCASE OF AN ADVERSE REACTION.**

Children with an existing medical condition such as asthma, allergies or a potentially life threatening medical condition will have a Health Care Plan completed for them by the Depute Head Teacher and Senior Nursery Officer, in consultation with the appropriate medical professional and the child’s parents. All staff will read over these documents every three months in order to ensure they can recognise the signs and symptoms of when a child is becoming unwell due to an existing medical condition.

All staff must be confident with the procedure to follow and the actions/steps they must take when such a situation arises.

Staff will receive training on an annual basis from any specialist medical professionals (e.g. Haemophilia Nurse, Epilepsy Nurse).

Individual Risk Assessments will be carried out for children with potentially life threatening conditions and reviewed and updated prior to excursions. The Senior Nursery Officer will ensure all relevant paperwork and medications are readily available during excursions.

If medication is required, a first aider will be alerted (Mrs Lesley Laird, Mrs Amanda Smart, Mr Stephen Donnelly). Lesley Laird (Senior Nursery Officer) is a qualified first aider and should be made aware of the situation. There is a named first aider on the premises at all times.

 Updated June 2016