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Administering and Recording Medication Policy



Version control

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At Otters Nursery School we work with parents/carers to ensure the health and safety of all children in our care. We promote good health and healthy living.

- Our Policy is that we DO NOT administer medication or medical treatment UNLESS it has been prescribed by a doctor, dentist, nurse or pharmacist. In this case it is in the best interests of the child's health and well being.
- Prescribed Medication WILL ONLY be administered following the procedure and AFTER written permission has been given from the parent for each prescribed medication.
- Please note : We operate a separate Policy and Procedure for Administering and Recording Calpol for children under one year of age.
- We request parents' permission to administer medication, First Aid and to seek further medical attention: going to hospital if necessary.
- We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.
- We notify Ofsted of any serious accident, death, illness or injury to a child in our care.
- We have a First Aid Policy and First Aid Procedure.
- We have an Allergy and Ongoing special Medical Requirements Policy and Procedure

All staff authorized to administer medication must record medication following the procedure:

Recording Medication Procedure

(Including procedure for reporting to Ofsted, the Health & Safety Executive and RIDDOR)

- All medication must be recorded in the Medicine File as per the instructions written at the front of the book
- Each record must be confidential and the parent/carer must give written permission BEFORE the medication is administered.

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- Parents must also sign to authorize and confirm they are aware of the agreed dose given by the nursery staff on the same day or as soon as reasonably practicable.
- **Medicine File :**
 - a) Is provided uniquely for each age related room
 - b) stored in a designated, easily accessible and safe document folder
 - c) is accessible to authorized staff and who know how to complete it
 - d) has a list of current First Aiders and First Aid Kit location
 - e) has a list of emergency telephone numbers
 - f) contains a parent/carer written, signed and dated permission consent form for each medication to be administered.
 - g) contains a confidential record sheet for each child
 - h) each confidential record sheet has information on dose, time of dose, how to store the medicine, any side effects, who administered, who witnessed and parent signature for procedure
 - i) each sheet indicates if other agencies have been notified.
- The Manager must report to the Health and Safety Executive within 48 hours: any serious illness to a member of staff, child or person using the Nursery requiring hospital stay .
- We meet our legal requirements for the safety of our employees, children or person using the Nursery by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- The Manager must report to Ofsted as soon as is practicable any serious accident, illness or injury to, or death of, any child whilst in the care of the Nursery.
- The Manager must report to the Local Child Protection Agency within 24 hours any serious accident, illness or injury to, or death of, any child whilst in the care of the Nursery.

All staff must follow the procedure:

Administering Medication Procedure

- Only the designated senior member of staff with a paediatric First Aid qualification may administer medication: the Manager or Deputy Manager.
- For specialist medical treatment a designated senior member of staff must undergo training BEFORE administering medication, for example the use of an epi-pen.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Medication must be handed directly to the child's key person on the child's arrival at the nursery. The instructions for administering the medication must be agreed with the designated senior member of staff for medicine and key person.
- Medication must be stored immediately and continuously in the designated labeled container in the child-proof, locked cupboard in the office or, where necessary, refrigerated using the child proof Fridge Medicine Box.
- The Medicine Cabinet & Fridge Medicine Box are evacuated as part of the Fire & Emergency Evacuation Procedure.
- The key person must obtain the parent's written permission for that specific medication BEFORE the parent leaves the premises.

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- The key person must immediately inform the designated senior member of staff for medicine: Manager or Deputy.
- The designated senior member of staff for medicine must complete the child's medication sheet ready for administering that specific medicine and inform any person who may need to know including the key person.
- The designated senior member of staff for medicine will administer the medicine at the required time, at the required dose. This must be witnessed by another paid member of staff, usually the key person. Both members of staff must then sign the child's medication sheet with time and date.
- The child's key person is responsible for explaining our policy and procedure for administering medication to the parent/carer.
- The child's key person is responsible for ensuring medicine is handed back to the parent/carer when they collect their child.
- The child's key person is responsible for ensuring parents sign the procedure on the medication form when they collect their child.
- For some conditions, medication may be kept in the setting. The key person checks that any medication held to administer on an 'as and when required' basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- The key person will monitor the child closely to ensure that the child does not suffer any side effects.
- First Aid will be administered, if necessary, by a First Aid trained member of staff.
- If the child becomes ill or feverish staff must follow the procedure for dealing with Illness or the Procedure for Accident/Incident.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- Key person will liaise with parents/carers to keep up to date with the child's current medical situation and health.
- Children's personal records are updated continually and as routine every six months, recording any medical requirements and keeping up to date with the child's health history.
- For ongoing or long term medical conditions or for a specialist medication the Manager will invite the parents/carers in for a confidential meeting to discuss how best to support the child and family. This should include the key person.
- Medication will NOT be administered UNLESS staff have the training to administer specialist medication or treatment.
- If the administration of prescribed medication requires medical knowledge, individual training the Manager will organize that this is provided for the relevant member of staff by a health professional.
- Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- For children who have long term medical conditions and who may require ongoing medication please refer to the Ongoing Special Medical Requirements Policy and Procedure.



All staff must follow the procedure :

Administering Medication on Trips/Outings Procedure

If children are going on outings and require medication to be administered during the outing/trip staff must follow the Procedure for Administering Medicine as detailed above and also :

- staff accompanying the children must include the person authorized to administer medicine
- staff accompanying the children must include the key person for the child
- details of the medicine to be administered are included in the risk assessment
- details of the medicine to be administered are included in the Outings sheet or File
- medication for a child is taken in a child proof sealed plastic box with the First Aid Kit, clearly labelled with the child's name and name of the medication. Refrigerated medicine must be kept cool with ice packs . Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- on returning to the setting the medicine is stored in the usual safe designated container and the card is stapled to the medicine record book and the parent signs it.

Legal framework

Medicines Act (1968)

Further guidance

Managing Medicines in Schools and Early Years Settings (DfES 2005)