



Medicines in Nursery

From time to time children in Nursery may require to have prescribed medicine administered during the Nursery session. Staffs who have undertaken appropriate training may administer medicine.

Generally, Nursery staff should **not** administer the first dose of a new medicine to a child. Parents should do this at home to ensure the child does not have an adverse reaction to the medication. This does not include emergency medicine such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction.

Procedures:

If a child requires medicine whilst at Nursery their parent/carer should complete the attached Medication Permission forms. Full details of the child's illness/medical condition and the required medication are included in these forms.

These forms should be updated when necessary (e.g. when the course of medication is complete) and reviewed by Nursery staff at least once each term. A review date is included on the Permission forms. Where administration of medicine is ongoing parents/carers will be asked complete a new form at least once each term.

In addition Nursery staff will review expiry dates of medicine/inhalers on a termly basis.

All medicine should be stored out of children's reach in a named container and the Medication Permission forms will be kept in a Medication Information folder nearby.

Inhalers and medicine which does not require refrigeration should be stored in a cupboard where the temperature is below 25C, out of children's reach. The items should be clearly labelled with the child's name and must be supplied in the original packaging with prescription details. Where possible staff should read and retain the information leaflet which is supplied with the medication.

Children should use inhalers independently where possible, under supervision of staff.

Medication which requires refrigeration should be administered at home.

Two members of staff should check dosage before administering medicine and this should be done with both members of staff present. Both members of staff should sign the Record of Medication Administered form.

Where supplied, medical accessories e.g. spacers for inhalers, should be cleaned after use as described in product information and stored with the child's medication.

Parents/carers should be informed when medication is administered and they should sign the Record of Medication Administered form to acknowledge this information has been shared.

If a child refuses or spits out medication the parent/carer should be contacted by phone to inform them.

When taking part in activities outwith Nursery a trained member of staff will be designated to carry the children's medication and the

Medication Information folder, keep them securely and administer the medication when appropriate.

In the event that medication is given to the wrong child the parent of that child should be contacted by phone and medical advice should be sought as a matter of urgency. The parent/carer of the child who did not receive his/her medicine should also be informed by phone and asked how they wish us to proceed. A member of SMT should be informed of this situation and an incident report should be completed.

In the event that a child is given too much medication their parent/carer should be informed by phone and medical advice should be sought as a matter of urgency. A member of SMT should be informed of this situation and an incident report should be completed.

Medication no longer needed to treat the condition it was prescribed for, or which is out of date, should be returned to the parents/carers.