



Administration of Medications

Purpose of policy

The purpose of this policy is to make sure that all medication administered to children has been authorised immediately by the child's parent/carer with prescribed medicine when required. Only authorised members of staff (certified practitioners) will be allowed to administer prescribed medication with documented records of any medicine administered must be recorded on medication log sheet and filed. All medication Snuggle Bunnies Childcare (nursery) staff need to administer, must be prescribed by your registered GP/hospital or other registered health professionals.

Who is responsible?

It is the overall responsibility of the childminder (manager) to make every attempt that there is written parental/guardian permission for authorised staff to administer any medication to children during the session immediately, such as prescribed Calpol or Nurofen for a child by a doctor, dentist, nurse, or pharmacist. It is the responsibility of the staff to make sure that parent(s)/carer(s) complete a medication form immediately prior to any medication being administered and a signature is obtained giving authorisation. All medication must be prescribed by family GP/hospital (authorised healthcare profession).

How will the policy be implemented?

Prescribed medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). All prescribed medicines

must only be administered to a child where Snuggle Bunnies Childcare (Nursery) have written and signed consent for medication that has been obtained from the child's parent and/or carer. We will keep a written record each time medicine is prescribed (including new medication) and administered to a child and inform the child's parent/carer on the same day, or as soon as reasonably possible. The authorised staff members will not administer the first dose of medicine to the child. Parents/carers should give their child one dose to make sure no allergic reaction is caused by administering the prescribed medication.

Authorised staff may only administer prescribed medication to a child with written consent from the parent/carer with clear instructions with the child's name, address, dosage, and the doctor/pharmacy details, which must be on the medication package/bottle.

Where staff members are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form immediately. A new form (entry) must be completed where there is change in circumstances immediately.

Authorised staff can only administer medication for the length of time (expiry date) stated on the bottle/box following the instructions. Staff will not administer past this time scale unless we have a letter from your doctor. If the prescribed medication is expired, we will not administer the medication, you will need to provide prescribed medication in date and give written consent (complete Medication form).

The medicine administration form will detail the name of the certified practitioner who administered the medication, and another staff member will sign as a witness on the administration form of the medication given (If at the setting to witness).

Before the medication is administered, the designated member of staff must check the medicine administration form for any changes first.

The medicine administration form must be completed immediately each time the child receives their medication. The form must be dated, record the time medicine given and signed by the person administering the medication with a

witness to countersign (If at the setting). The parent/carer must sign the form to confirm that the prescribed medicine was administered when they collect their child before leaving the setting.

Prescribed medicines to be stored in the fridge will be stored in a plastic zipped bag or container with lid, with a clear photo of child, name, and DOB. Other personal care items such as sun cream and nappy creams, forms MUST be completed, dated and signed for this to be administered.

Administering Medication

If any control drug, such as morphine, is brought into the setting (nursery) to be administered to the child, staff **must** advise parent/carer to see the childminder (manager) who will inform parent(s)/carer(s) that they must return to the setting (nursery) to administer to their child. **Under no circumstances** this medication will be administered by any member of staff nor stored in the setting.

All medication forms must be completed in black pen not in pencil immediately.

Parent(s)/carer(s) must write their names and sign the document (print first and last name with signature).

Parent(s)/carer(s) signature must be clearly seen at the bottom of the medication form.

It must be clearly stated **why** the child is on the medication.

Medication must be stored accordingly in sealed container/bag with child's name clearly printed/marked on it and kept in the fridge or cupboard.

NO MEDICATION SHOULD BE LEFT IN CHILDREN'S BAGS.

Reviewing Medication

All medication forms must be easily accessible to the childminder (manager) and other members of staff in all the playrooms to see (Heath Care Plan).

The childminder (manager) will check all prescribed medications brought in and out of the setting, this will be countersigned by the childminder (manager).

The childminder (manager) must make sure that all medications are locked and stored away in the locked fridge which will be out of reach to children. The containers must be clearly labelled with the child's name on the container/box. All children on prescribed medication will have a Health Care Plan (HCP) written.

We will not be storing any controlled drugs in the premises at any time. If the child needs administration of controlled drugs, then the parent must come into the setting to administer when needed.

All prescribed medication will be kept locked in a cupboard and out of children's reach; each child's medication will be kept in their medication container with the child's photo and name on the container/box. Staff must record when medication comes into the setting, specifying the name of medication, the dosage, the date prescribed, the expiry date the child's name, date when the medication was given to the setting and date returned home and other questions on the form. In case of an emergency, parents/carers will be contacted to come into the setting and administer medication immediately.

Prescribed allergy medication/antihistamine will be kept out of children's reach and stored in a container/box and placed in a lockable cupboard within the playroom/area with the child's photo and name on the bottle/box. All details **must** be recorded on our medication record form.

Where a child requires an Epi-pen for allergic reactions, the child must always have one stored in the playroom/area in the cupboard (not reachable for children) with the child's photo and name on the Epi-pen and one in the medicine cupboard in the kitchen (if parent provides a spare Epi-pen). Spare Epi-pen must be administered to the child whom the medicine is prescribed for. **In exceptional circumstances where another child needs the Epi-pen please call 999 for health advice first.** Only members of staff who are trained to administer this medication will be allowed to do so, whilst Snuggle Bunnies Childcare (Nursery) aim is to make every attempt that all members of staff receive the Anaphylaxis training. Parents are reminded that their responsibility is to make certain that their child's prescribed medication requirements are up to date and that Snuggle Bunnies Childcare (Nursery) is kept up to date.

Where a child requires an inhaler, this must be provided by the parent/carer, which will be stored in the premises in the case of an emergency. Each child's inhaler will be kept in their medication container with child's photo, name, DOB and stored in the cupboard (not reachable for children) in the playroom/area; all details must be recorded immediately on our medication record form. The form must also detail the date when the inhaler was given to the setting and returned home.

The inhaler administration form will detail the name of the certified practitioner who administered the inhaler, and another staff member will sign as a witness on the administration form of the medication given immediately.

Before the inhaler is administered, the member of staff must check the inhaler administration form for any changes first.

The inhaler administration form must be completed immediately each time the child receives their inhaler. The form must be dated, record the time given and signed by the person administering the inhaler with a witness to countersign by the parent/carer when they collect their child before leaving the setting.

Staff

Practitioners **MUST NOT** be under the influence of alcohol or any other substances which may affect your ability to care for children.

Practitioners taking medication that may affect your ability to care for children, those practitioners should seek medical advice. Practitioners working directly with children who take medication must confirm from GP whether the medication that your taking is unlikely to impair your ability to look after children properly. **Staff medication on the premises MUST be securely stored, and out of reach of children at all times.**

Last Updated/Reviewed On:	SIGNITURE
08/03/2020	C. Morgan
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