



Tam's House Policy on Administration of Medication

Tam's House appreciate that parents/carers require to work and we will endeavour to administer any medication to allow the child to remain at nursery. However, should we feel that your child is not well enough to cope with day to day life of the nursery or has an infection which will put the other children or staff at risk we will ask that your child remains at home until they are non infectious or fit to deal with their nursery day, following NHS Exclusion Criteria, for Childcare Settings. You must inform the nursery of your child's absence by 9 am

The Manager of the Nursery will keep clear and precise records of any medicines held on the premises.
For Prescribed Medication:

- Parent/Carer must administer the first dose of medication.
- All medicines must be clearly labelled with the child's name, date of prescription and dosage and expiry date.
- Medicines will only be administered after the child has been in our care for 4 hours.
- Prescribed paracetamol or calpol will only be administered WITH another prescribed medication as part of a medical care plan.
- A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.
- In the case of pain relief for teething, the nursery will administered of prescribed paracetamol or Calpol when it is specifically prescribed for this a reason and used for a maximum of 3 to 4 days as per instruction leaflet.
- If staff have any doubts regarding administration of medicine the child's GP may be contacted for verification.

For Non Prescribed Medication:

The service will only ask parents to supply and give consent for staff to administer over the counter medicines when there is a genuine need for the child to have them e.g. teething powders, antihistamines and creams, not "just in case". All procedures for these medicines will be followed as per prescribed medicine.

Procedure for safe storage and administration of medication

- Parent/Carer must complete a Medication Permission Form.
- Medication will be stored according to directions on the label. This will be either in the locked medicine cabinet or in the fridge in a container with a sealed lid.
- Staff administering medication will follow prescription directions exactly and a second staff member counterchecking the correct dosage. Both members of staff will sign the medication form stating dosage, signs and symptoms, date opened, expiry date, time of administration and disposal (back to parent) If, for any reason, the time of administration differs from the prescription, staff will inform parent/carer on collection of their child.
- Medicine administering forms must be kept with medication in zip lock bag at all times.

Long term medication:

- The nursery will find out as much information as possible regarding the child's particular needs prior to your child starting nursery.
- Parent/Carer must notify the nursery if their child suffers from any long term illness.
- An allergy risk assessment form will be completed whenever appropriate
- Long term medication form should be completed by parent/carer and reviewed every 28 days, along with expiry dates of medication.

- Where particular types of medication are required e.g. epi-pen, diabetic injections, inhalers etc, advice and training will be sought from parents and relevant agencies and individual procedures will be put in place, clearly stating signs and symptoms for administration of medication.
- Staff will keep a note of expiry dates of all medication and parent/carer will be notified accordingly.
- The Manager will keep a record of medicines entering and leaving the nursery, administration details, expiry dates and safe disposal.

(If staff have any concerns over the instructions by parents then this will be queried with parents, GP, checked with a pharmacist or NHS 24).

Every effort will be made to administer prescribed medication, however, in the rare event of a child refusing to take or spitting out their medicine, it will be recorded on the medication form and the parent/carer will be notified immediately should they wish to attend nursery and administer it themselves. No child will be forced to take medication.

Although our Policy and Procedures minimise the possibility of error, in the extremely improbable event of over administration or, medicine being given to the wrong child, the parent/carer would be notified immediately and/or advice sought from the family G.P. /NHS 24.

Additional Information for Parent

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Final Returning Medicine to Parent/Carer

Date and Time
Staff Signature
Parent/Carer Signature

NOTE TO STAFF: Always check label on bottle before administering medicine.
Medicines must be stored as directed.
Manager should now be informed of receipt of medicine into Nursery.