

## Administering Medicines Policy

The setting endeavours to provide a safe, happy and caring environment for all children. There is no legal duty which requires staff to administer medication: this is a voluntary role. However, the setting will administer medicines when it is essential to do so, in circumstances where it would be detrimental to the child's health if medicines were not administered. Medicines will be administered by the Nursery Manager, Area Manager or Nursery staff as required.

### Responsibilities

Where the child has a long term medical condition, we will seek advice from other health care professional and parents. If specialist training is required, the setting will appoint a nominated person/s to attend training. A Health Care Plan will be agreed for a child with long term medical conditions. The setting will keep written records of all prescribed (medicine that is recommended) or prescription (with written instruction from a doctor or dentist) medicines administered and inform parents.

### Parents/Carers Responsibilities

- To ensure that their child is fit enough to attend nursery.
- To keep a child who is unwell at home.
- To inform the Nursery Manager/Area Manager with sufficient information about their child's medical condition and any treatment or special care needed at nursery.
- To contact the Nursery Manager/Area Manager if a child's medical condition changes.
- A member of staff should witness any medicine that is administered by a colleague.
- Children should never bring medicines to the setting; this is a parent's responsibility. The exception to this rule is for children who have to carry asthma inhalers or Epilepsy pens.
- Clearly label their child's medication.
- Medicines should always be in their original containers.

### Staff Procedure

- Ensure written consent has been given before you administer **any** medication/Calpol (this includes teething gel).
- Ensure you check if the child was given medicine before they arrived at Nursery.
- No medicines containing aspirin should be given, unless prescribed by a doctor.
- Ensure you record the name, time, date and dose given.
- CHECK the label for correct child's name, expiry date and quantity/frequency to be given.

- If a child refuses their medicine you should not force the child to take it. Record that the child refused the medicine and inform the parent. If refusal results in an emergency, you should follow the school's emergency procedure.
- Complete all documentation in regard to the administering of medicines to a child.

### **Medication on Outings**

- It is the responsibility of the nursery staff to ensure a risk assessment in regard to medicines is completed.
- On trips and outings a nominated person will be responsible for the storage and administration of medicines.

### **Storage of Medicines**

All medicines will be kept out of reach of the children within the setting (except where storage in a fridge is required). Where children have inhalers or Eppy pens the setting will make individual arrangements.

### **Guidance**

DFE Supporting Pupils at School with Medical Conditions December 2015. Available for staff in the staff room.

