

Medication Policy

AIM

Knowle Nursery setting promotes the good health of all children and staff. We aim to support children with medical needs and take all reasonable steps to prevent the spread of infection.

- All children must have a consent to give medication form in their registration wallet should they be taking medicine.
- We require Parent/carer to complete a consent medication form.
- We will only administer prescribed medication.
- Non pre-scribed medication will not be administered.
- Medication will not be administered unless a record of medication form and a consent to give medication form is completed prior to administering medication.
- Before medication is administered staff will check record of medication form to establish the dosage and time.
- Medication will be administered by the child's Key Person (or in their absence another member of staff) along with another member of staff as a witness. The dosage and time of the medication will be recorded and signed by both members of staff.
- Medicines must be in their original containers in a sealed bag and clearly named, the name of medication and dose.
- Medicine will be administered on outings providing they are in the original container, in a sealed clearly named bag and a record of medication form will be taken with the medicine. If medication has to be kept cool Parent/Carer will provide a cool bag container.
- Staff will not force a child to take their medicine and if this should arise the Parent/Carer will be contacted by phone immediately.
- A child that becomes unwell during the session will be comforted by a member of staff and made comfortable while waiting to be collected. Parent/carer will be informed immediately by phone.
- We will assist children with long term medical needs by finding out about the condition. We will arrange in house meetings (with the parent/carers consent) with the child's relevant health professionals and access extra training for staff if needed.
- A care plan would be completed and put into action in conjunction with Parent/Carer and relevant health professionals. This will also include how to manage a child in an emergency.
- Children will not be permitted to carry and administer medication themselves, this will include asthma inhalers and epi-pens. These will be kept in the kitchen clearly named where staff will be able to get them in an emergency.
- We will have at least two members of staff with current Paediatric First Aid Training Certificate on the premises and outings.
- All recorded records on medication will be stored in child's registration wallet. These records are stored in a locked cupboard to ensure confidentiality.

Storage of medication

- Medicines should not be left in the child's bag or locker.
- Medication will be kept in a sealed bag/clear box and marked clearly with the child's name and the name and dose of the medication. It will be stored in the medication box in the top cupboard in the kitchen fridge.
- **We will not accept any medication that is not in original container as dispensed by the pharmacist.**
- Medication that requires refrigeration will be kept in the fridge in a clear box/bag. We have a child's safety gate to restrict access to the fridge area.
- Out of date medicines will be returned to the parents.
- All medication will be returned to parents at the end of session or end of term.
- **STAFF MEDICATION WILL BE KEPT IN THE MEDICATION BOX AND IS CLEARLY MARKED.**

Emergency treatment / Procedure

- Prior emergency consent for treatment is obtained from Parent/carer – permission form.
- Parent/carer will be informed immediately.
- Manager or Deputy Manager – call emergency services
- Other staff – make area safe eg. move other children to safe area
- If parent/carer is unable to accompany the child to hospital, a member of staff will do so.
- Guidance in dealing with an emergency situation is displayed on the staff notice board.
- Contacting emergency service is displayed on office cupboard door in kitchen.
- The owner or manager will deal with the emergency and allocate staff their roles.