

Administration of Medication Policy and Procedures

Sources of reference: see Appendix A

POLICY

1. Smiley Stars is dedicated to providing the best possible service for parents and children. Although staff working with children are not legally obliged to administer medication, our staff team recognises that not to offer this service would be detrimental to parents and children. However, we must ask for parents'/carers' full cooperation in ensuring that our policy and procedures are adhered to and staff are not put in a difficult position.
2. This policy applies to:
 - medication bought over the pharmacy counter, i.e. **non-prescribed**;
 - medication that is **prescribed** (e.g. by a GP, dentist).
3. **Non-prescribed medication (must be bought from the pharmacy)** is only given if it is:
 - in the original container and **clearly labelled** or marked **with** the child's full name; dosage, and frequency by the chemist/ pharmacist
 - On a day-by-day basis, maximum of three consecutive days.
4. **Prescribed medication** is only given if it is in its original container and supplied with the pharmacy label **ON THE BOTTLE** - parents should ensure they request this when putting the prescription into the pharmacy. **It cannot be given** if the label is on the box. The label **must** clearly state the child's name, dosage and have a valid date.
5. Smiley Stars will ensure that:
 - records of the administration of all medicines in the nursery are kept
 - written permission from parents/carers is sought before we administer medication
 - staff understand what the medicine is for and how long it is to be taken
 - if a child requires more complex medicines which staff cannot administer without training, we will work with the parents and take professional advice as appropriate
 - communal infant paracetamol is kept in the nursery
 - All medicines (paracetamol, Piriton, Inhalers ...) are kept overnight in the office in a secure locked unit.
 - we do not give the first dose of any new medication to a child
 - medication is only administered by a qualified member of staff and witnessed by another member of staff
6. The Nursery Manager checks all completed Medication Consent Forms and Record of Administration of Medication forms daily to confirm that the policy and procedures have been followed
7. A child who has been prescribed antibiotics does not attend nursery until they have been taking them for the first 24 hours.
8. In the unlikely event that we feel a child would benefit from medical attention rather than non-prescribed medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

PROCEDURES

RECORD KEEPING

WRITTEN PERMISSION FROM PARENTS - MEDICATION CONSENT FORM

A Medication Consent Form (example attached) giving written permission for the nursery to administer medication must be filled in by the parent/guardian. Usually only one form needs to be completed for a whole course of medication. This records the following information:

Name: the child's full name

Date(s): the date that the medication is handed in to nursery for staff to administer. For a course of medication the additional dates should be noted on the original form and initialled by the parent.

Name of medication: the full name of the medication. If the medication changes for any reason, e.g. the GP decides that a different antibiotic is needed; a new form must be completed.

Reason for medication: staff must understand what the medicine is for.

How long the course of medication is (prescribed medication only): e.g. 5 days

Date dispensed (prescribed medication only): staff should check the date that prescribed medication was dispensed, e.g. antibiotics dispensed a month ago may have been for a different condition.

Use by Date (non- prescribed medication): staff will check the use by date with the parents and we cannot administer the medicine if it is out of date.

Dose to be given: the dosage on the Medication Consent Form is the only dosage that will be administered.

- For **prescribed** medication, staff will check the dosage with the parents and against the label/instructions and if it exceeds the recommended dose we cannot administer the medicine unless there is also a letter from the doctor.
- If the dosage changes for any reason, e.g. the GP decides that a different dose is needed; a new form must be completed.
- For **non-prescribed** medication, if staff have concerns over the instructions given by parents, e.g. it is more than the maximum recommended dose or the leaflet suggests it is not suitable for the reason the parent wants to give it, staff should query this with the parent and/or check with a pharmacist.

How to be given: for example, before meals. This also allows parents to advise us about the child's needs, for example, if the child prefers a syringe type dispenser to a spoon

Date/time last given by parent/carer: self-explanatory

Time(s) dosages to be given in nursery: actual times must be stated, i.e. 'every 4 hours' is not acceptable.

If the times change on any subsequent days, these must be noted on the original form and initialled by the parent.

Confirmation that the medicine has been supplied in the original container: if not, it cannot be used and must be returned to the parent

Confirmation that the child has already had at least one dose of the medicine: this is required to ensure that the child has not suffered any unwanted reaction

Nursery Management notification: once the Medication Consent Form is signed by the parent, management should be notified before the first dose is given to the child.

RECORD KEEPING BY STAFF - RECORD OF ADMINISTRATION OF MEDICATION (RAM)

- The member of staff administering the medicine must complete the Record of Administration of Medication (RAM) by noting:
- the dates and exact times the medicine was given;
- the dose given;
- the reason for any late dosages, e.g. because a child was asleep;
- That the medicine is returned to the parents each day.
- The RAM must be signed by:
- the member of staff administering the medicine and also by the witness immediately after each dose is given;
- the parent, so that they know the time of the most recent dose;
- The Nursery Manager, who checks all completed forms daily to confirm that the procedure has been followed

ADMINISTRATION OF THE MEDICATION

Before giving any medication staff must:

- refer to the Medication Consent Form and read the information leaflet that accompanies the medicine;
- wash their hands;
- Wear disposable gloves and also an apron if appropriate.

When giving the medication staff must:

- carefully follow the instructions;
- Offer the child a drink with the medication if appropriate.

If a child spits out their medication or refuses to take it the parents should be contacted for advice. If we are unable to contact the parents we will seek advice from the GP or pharmacist. A note should be made on the RAM.

If too much medicine is given we will seek advice without delay from the GP or pharmacist. A note should be made on the RAM and the parents advised.

STORAGE OF MEDICATION & medicine spoons

Medication that does not require refrigeration will be kept in manager's office, in a secure locked unit. This is located out of the reach of the children and in an area that is below 25°C. The exception to this is allergy medication. Please refer to our Allergy Policy.

Medication that requires refrigeration will be stored in the fridge which is in an area of the kitchen not accessed by the children. Each child's medication is stored in an individual named plastic bag.

All inhalers must be labelled clearly with child's name. They will be stored within easy reach of staff in case of immediate need but will remain out of children's reach and under supervision at all times. Please refer to our Children with Asthma Policy and Procedure

Individual medicine spoons/syringes should be kept with each child's medication and washed and dried after use. As these are easily lost or broken a small supply of communal spoons will be kept in a separate, labelled and lidded container. These will be washed and dried before being returned to the container.

Appendix A

National Care Standards Early education and childcare up to the age of 16 Standard 3.6:

You can be confident that the service has a clear policy and guidelines on the use, storage and administration of medication and that staff are suitably trained to carry these out. The service makes sure that written consent is given by parents and carers for the use or administration of medication provided by them.

'Health Guidance - the management of medication in daycare and childminding services'

www.carecommission.com

Policies and procedures www.ndna.org.uk

'Advice on giving medicines' www.asthma.org.uk

