



## **Medicine Policy and Procedure**

As part of our health and safety procedures we aim to keep all children safe and free from harm or illness. However, children may have an illness that requires medication to aid recovery. Depending on how serious the illness is children should initially be kept at home to avoid cross infection. See exclusion policy. And any medication prescribed should be given at home wherever possible. In cases where medicines are prescribed by a G.P. the first full doses should be given at home i.e. if stated 3 times a day the child should be kept at home until all 3 doses are administered this is in case the child has a reaction to the medicine.

In the event medicine needs to be brought into the nursery full written permission must be obtained from parent/carers before any medicines can be given (this is through the parent completing the prescribed medication form, which they complete themselves and sign a statement).

### **Parents/carers MUST fill out a medicine sheet stating clearly –**

- The child's name and date of birth
- The date
- The name of the medicine
- The doses required
- The time required
- Storage instructions
- The medicine must then be signed in to confirm the medicine has been brought in and administration details required are correct.
- The medicine sheet must also be signed when the child is collected to acknowledge the medicine has been administered correctly according to instructions.

**N.B Parents/carers must fill out the form**, practitioners will only fill out the form in cases where a parent is unable to do so i.e. if they cannot write.

Medicines will be stored as instructed on the label, in a locked fridge or medicine cabinet.

Only the Manager, deputy or room supervisor will administer medicine and have access to the medicine cabinets

### **When administering Medicine, the practitioner will:**

- Be witnessed by another practitioner
- Wash hands
- Take the completed consent form and the correct medicine from the cabinet.
- Check the name of the medicine, the child's name on the medicine, the dose required and the expiry date. Shake the bottle if instructed to do so
- Ensure the medicine is given to the correct child
  
- Use appropriate equipment to ensure correct dose is given – measuring spoon or an oral syringe.
- Encourage or calm the child to make the administration of medicine as stress free as possible for the child.
- Record the medicine given, dose given, time given on the medicine form

- Sign the medicine for to confirm administration.
- Witness will sign to confirm procedure has been carried out correctly and all administration requirements have been followed correctly
- Medicine returned to locked cabinet

At the end of the day all medicines must be taken home by the parent/carers no medicines should be left at the setting.

### **Non-Prescription medicines**

Non-prescription medicines may only be given where there is a health reason to do so and is deemed necessary. The medicine must be signed in and recorded on a Non-Prescription medicine form which follows all the procedures and records all the details as above and parents must sign to confirm that their child has had the medicine before and does not have any allergies to it. Parent permission will be requested for each separate course of medication regardless of whether the medicine has been given previously.

For children with ongoing illnesses the parent/carer will be asked to fill out an Individual health plan, so the child's needs can be met appropriately. Parents should provide details of any changes to the prescription or the support required.

If a prescription medicine requires technical/medical knowledge staff training will be obtained from a qualified health professional.

N.B Non-Prescribed prescription medicines will not be given under any circumstances – for example if prescribed for someone else or bought off the internet.

### **Asthma**

If a child has a diagnosis of Asthma by the doctor the child must always have the inhaler with them, if a child does not have an inhaler with them, they will not be allowed to stay in the setting. This is due to the unpredictable of Asthma and the time limits.

- Inhaler must have the child's name clearly stated on the box, a label can then be applied to the inhaler along with the expiry date.
- Inhaler can be kept the medicine cupboard (if a child has a diagnosis of Asthma by a GP) this must be signed in by the parent.
- If an inhaler is given the parent must be notified and they must sign the medication sheet, so they are acknowledging they have been notified.

## History log

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	Updated content i.e. Asthma.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).