

Rosy Cheeks Nurseries

Administering Medication Policy

Staff at the [Rosy Cheeks nurseries](#) will never administer medication unless we have received a prior written request from the parent/carer. This will include information regarding frequency, dosage, and any other pertinent information about the medication.

If medication is required, a designated staff member (qualified staff only) will be responsible for administering the medication or witnessing self-administration by the child concerned. The designated person usually the room leader will also be responsible for ensuring that:

- Prior consent is arranged
- All relevant details are recorded in the **Medication log**, which is then signed by the parent/carer
- The medication is properly labelled and safely stored during the session. All medication should be in its original container, complete with the pharmaceutical label which includes the child's name, the date, the type of medicine and the dosage
- Only room leaders/management are able to administer medication.
- Administering staff member must check that the name of medication and name of child match that on the medication log before administration.
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign the **Medication log** to acknowledge that the medication has been given on leaving the nursery.

If at all possible, children who are prescribed medication should receive their doses at home. Should it be necessary for medication to be taken during sessions at the nursery we will only give recently prescribed medication.

If a child refuses to take their medication for any reason, staff will not attempt to force them to do so against their wishes. If such a situation occurs, the manager and the child's parent/carer will be notified, and the incident recorded in the **Medication log**.

Where children carry their own medication (asthma pumps or insulin for example), the nursery recommends that staff hold onto the medication until it is required, in order to minimise the risk of losing the medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

In some circumstances nursery staff may require additional training for certain medication, eg an Epi Pen. The manager will arrange training at the earliest opportunity. The safety of the child should be discussed with the parents/carers. If staff require training, it may be necessary to absent the child until such training has been undertaken, to protect the child and provide the best possible care.

If a child needs medication requiring specialist knowledge or training, only appropriately trained staff may administer the medication.

If there is any change in the type of medication - whether regarding dosage or other changes to the information given in the **Medication log** - a new entry must be completed.