

Rosy Cheeks Nurseries

Administering Medication Policy

Staff at the [Rosy Cheeks nurseries](#) will never administer medication unless we have received a prior consent from the parent/carer (this is usually written but in some cases may be verbal over the phone). 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 (sometimes this may be over the phone)
- All relevant details are recorded in the **Medication log or ongoing medication document**, 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 instruction leaflet, pharmaceutical label which includes the child's name, the date, the type of medicine and the dosage.
- Where the medication has been issued without the child's name on the label this will be documented at the bottom of our medication log page and will include where the medication was sourced. In this instance it is the responsibility for the parent to make sure they have added the child's name directly onto the medication container.
- Room leaders/management will administer the 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.
- When administering ongoing medication eg inhaler we record the administration in the **medication log** inputting that consent was given through the **ongoing medication document**.
- Parents/carers sign the **Medication log** to acknowledge that the medication has been given on leaving the nursery.
- We reserve the right to seek further clarification on medication where we do not have all the information we need for our records.
- We reserve the right to ask parents/carers to arrange medication administration themselves where appropriate.
- Where a child attends less than 4 hours a day, medication should be given at home.
- First and last doses of the day should always be administered at home unless specifically stated on prescription label eg time specific.

If at all possible, children who are prescribed medication should receive their doses at home, and should receive the first 24 hours of medication at home so that any reaction to the medication can be observed by parents/carers. Should it be necessary for medication to be taken during sessions at the nursery we will only give recently prescribed medication.

Paracetamol (either prescribed or non prescription) will only be administered for the relief/Treatment of high temperatures or as described on the recent prescription label. We cannot administer it as a precaution. Where this is necessary parents are required to administer this whilst the child is in their care. Parents should be mindful that if their child requires regular paracetamol to keep their child well throughout the day that that may not be indeed well enough to attend nursery.

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 insists 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.