

## Administration of Medicines Policy

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer.

### **Procedure:**

Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

It is the overall responsibility of the Manager to ensure that there is written parental/guardian permission to administer medication to children during the session. It is the responsibility of the staff who is handed the medicine to ensure that parent/carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer when they are collecting their child.

There will be no medication stored at nursery (with the exception of inhalers, specified prescribed medications & skin creams), all medication will be returned to parents each day.

Medicines brought in by parents will be kept either in the secure 1<sup>st</sup> Aid cupboard in the Kitchen or if appropriate in a labelled box on the top shelf of the fridge.

Staff must check that parents have given their child one dose to ensure no allergic reaction is caused by administering the medication.

Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name/dosage must be on the medication bottle. Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter. Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.

If any controlled drugs are brought into the nursery to be administered to the child, staff must advise parent to see the management team who will inform parents that they must return to nursery to administer. Under no circumstances is the medication stored in the nursery or administered by staff.

At no time should the medication form be completed in pencil, it must be in pen. Parents must sign their names.

No medication should be left in children's bags.

Any staff bringing medicines into nursery must ensure that they are kept in their bags, which are placed on the high shelf in the staff toilet. The door to the staff toilet will be kept closed and locked at all times. Under no circumstances will any employee bring any controlled drug into the nursery.