

## 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 specified members of staff (Room Leaders/Management) will be allowed to administer medication. When administering medicine a fully qualified member of staff must witness the dose administered. Accurate records of any medicine administered must be kept and signed by both members of staff.

It is the overall responsibility of the Room Leader 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 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.

Only medication brought in by parents will be administered. We do not keep a nursery spare due to risks of allergic reactions. Medicines brought in by parents will be labelled and kept either in the secure 1<sup>st</sup> Aid cupboard in the Kitchen or if appropriate on the top shelf in the fridge.

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

The child's name/dosage must be on the medication bottle. Medication can only be administered 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, such as morphine, 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 management are notified and that the medicines are kept in their bags, which are placed on the high shelf on the staff toilet. The door to the staff toilet must be kept closed and locked at all times. Under no circumstances will any employee bring any controlled drug such as morphine into the nursery.