



This policy has been devised following guidance from the Care Inspectorate "*Management of medication in daycare of children and childminding services*" document.

Strathburn Nursery will only administer medication for ongoing serious medical conditions such as diabetes, allergies, epilepsy and asthmas. For minor and short term conditions such as courses of antibiotics, treatments for colds and temperatures parents will have to medicate their children before and after the Nursery session. Strathburn Nursery will not administer paracetamol or ibuprofen as even a small overdose of these medicines can be potentially harmful to a child's liver. These should be administered at home.

If a child is unwell and infectious that child should not attend the Nursery session, and if staff deem the child to be too unwell to be at Nursery parents/carers will be contacted and asked to take the child home. If a child has had vomiting or diarrhoea that child must stay away from nursery for 48 hours after the last bout of sickness.

If a child becomes unwell during a Nursery session staff will follow the following procedures:

- For minor discomfort the staff will reassure the child and if the child is comforted by the staff member and can continue to complete the session happily, then the staff member will notify the parent/carer at the end of the session. Minor cuts, bruises, burns and stings will be treated by first aiders, treatment will be recorded in the incident book and parents will be informed at the end of the session.
- If the child is unwell, in pain and cannot be comforted, the school administrator will contact the child's list of emergency contacts and the parent/carer will be asked to collect the unwell child from Nursery.
- If the child becomes suddenly very ill, or sustains a serious injury in Nursery, the staff will administer first aid immediately, call for further staff to assist, contact emergency services immediately, then contact parents.

Sun-cream must be applied at home, before the start of Nursery sessions. Parents/carers should always have children appropriately protected and prepared for the weather conditions before the start of session.

## Administering Medication

- Staff will never administer the first ever dose of a medication, this must always be tried at home so parents/carers can monitor for any adverse reactions.
- Staff must never administer medication which is not in its original packaging with clear labels identifying the medication and instructions of dosages.
- The child's medication must be supplied by the parent in a clear plastic box, with a photo of the child on the box, the child's name and date of birth clearly visible on the outside of the box, the original packaging and instructions for administration method and dosage visible.
- The medication must have a clearly visible expiry date
- Medication no longer needed to treat the condition it was prescribed or purchased for, or which is out of date, will be returned to the parents/carers.
- Parents must sign the "Strathburn School Permission to administer medication" form, and discuss the procedures needed with staff, including when staff should administer, the dosage and the length of time the medication is required for.
- The staff must fill in the medication administration form correctly every time a dosage is given, and sign off the medication and return to parents when the course of treatment is over or when the medication has expired.
- Staff will notify parents if medication needs replaced, it is then the parent's responsibility to replace the medication. If lack of medication can result in serious illness, then the child will not be able to safely return to nursery sessions until we have the relevant replacement medication. This is particularly relevant for inhalers, anti-histamines, insulin and epi-pens.
- If staff think that too much medication has been administered they must ask the child to spit out where relevant, record the extra dose on the record of medication sheet, and notify parents/carers immediately.
- If a child spits out or refuses medication, this must be recorded in the record of medication form, and parents/carers must be notified immediately if it is for a serious condition or at the end of the session for less serious conditions.

For children with more serious long term health issues, the Health Visitor and/or the School Nurse, and any other relevant Health professionals, i.e the Allergy Nurse will be involved in drawing up an agreed care plan with the Nursery staff and the parent/carer. If relevant training is required, staff will participate in training that is made available.

### Storage and recording of Medication

- Medication will be stored in each child's named box in the locked cupboard in the Nursery.
- Medication that needs to be stored in a fridge will be kept in the medication fridge in the medical room at a temperature between 2°C and 8°C
- The medication packaging and accompanying patient information leaflet should be stored with the medication.
- Where relevant medicine spoons and oral syringes should be cleaned after use and stored with the child's medication. Adaptors should be cleaned as described in the product information.
- Staff should check over all the medication once a term, record the check, and return excess, out of date and no longer required medication to parents. Parents should also be informed if medication supplies are running low at this time.

### Record of medication should include:

- Name of the medicine as stated on the dispensing/product label.
- Strength of the medication, for example 500mg or 5mg/10ml.
- Form of the medication, for example capsule, tablet, liquid.
- Quantity of medicine, for example quantity received, quantity given.
- Dosage instructions, for example one tablet to be taken three times a day.
- Date or record, for example date medicine received or given.
- Time of administration.
- Signature and name of the person making the record.
- Reasons why a regular medicine is not given as prescribed, for example child refused the medicine, medicine was not available.