



## **Administration of Medicines**

### **Statement of intent:**

All children's health and well being is essential and to ensure this, it will be necessary to administer medicines on behalf of the parent/carer, on occasion.

### **Policy aims:**

- To ensure children's health and care needs are met.
- To ensure the correct medicine and dosage is administered.
- To ensure this is communicated between parents and practitioners.

### **Procedures:**

- It is at the Nursery Manager's (or their deputy's) discretion to allow medicines to be administered to children within the setting. Medicines will not usually be administered unless prescribed by a doctor and have a full prescription label on them which includes the expiry date, dosage and child's name.
- If a medication is administered by a doctor with "as necessary", parents/carers must be clear when completing the medication form which circumstances this applies to.
- First 48hrs of administration must happen at home although prior knowledge could over rule this. This is at the discretion of the Nursery Manager or their deputy
- Children who have been given un-prescribed medication before attending nursery are not allowed to come into the setting, management discretion might apply to some cases eg teething
- Medication will not be administered to any children without the former written consent from a parent / carer with parental responsibility.
- All medicine brought into the setting needs to be recorded on a medicine form. This needs to be signed by the most senior member of staff on site and will be passed onto management.
- Medication must only be given by practitioners that hold a recognised level 2 or 3 childcare qualification. A second practitioner must check the medication, the medicine form and witness the practitioners administering the medicine.
- Medication must only be administered by practitioners employed by East Sussex County Council Children's Centre Nurseries and not by agency staff.
- The Medicine Form should be signed by; both the person giving the medication and the witness before and after the medication is administered. The form then needs to be signed by the parent / carer on collection of the child.
- Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration.
- If the administration of prescriptive medicines requires technical / medical knowledge, then individual training regarding the individual child will be provided for the practitioners from a qualified health professional. Training should be specific to

- the individual concerned. The setting is unable to administer the medication without this and may be unable to accept the child into the setting until this training has been undertaken. Any child who has this type of medication will have an information sheet displayed in each area detailing the specific information to the child's medical condition.
- A risk assessment will be carried out for each child with long term medical conditions that require ongoing medication. A health care plan will be drawn up for the child with the parent/carer. It will be reviewed every six months or more if necessary. The parent will sign this plan in agreement and be given a copy.

**Links to:**

- Statutory framework for the early years foundation stage (2017) Dfe  
'Safeguarding and Promoting Children's Welfare'