



### **Administering of medication**

As nursery workers we can only give children medicine, if it recently prescribed by a doctor and authorised in advance by parent/carer of child. Medication must have recently prescribed for the child's current condition.

A medical consent form should be complete giving explicit instructions/information of name of medication, reason, dosage, time last administered, time to be administered and signed by the parent/carer. This should be checked by key worker/staff for every medicine required for the child.

Prescribed medication will only be given if it is supplied with the pharmacy label on the bottle. The information leaflet for the medication must also accompany the medication. Staff must read this leaflet before administering the medication. The label must clearly state the the child's name and date of birth, dosage and have a valid date, within 28 days. The dosage stated on the medication label must match that which the parent writes on the medication form. If this is not the case please query this with the parent, contact a pharmacist or contact the NHS 24.

It is a requirement that the parent/ carer must administer the first dose of medicine in order to determine that the child has no allergic reaction.

Only a qualified member staff will administer medication and will have a witness. The medication form will then be signed by both members of staff. On collecting their child, parents will be asked to sign to record they have been informed of the times and dose of medication given to their child at nursery on that day. Nursery staff can assist children to take prescribed medicines e.g. Ventolin Inhalers if the parent/carer has signed the consent form.

If the child refuses or spits out the medication, staff are unable to force the child to take it. In this event staff will contact the parent. If a child is given too much medication or medication is given to the wrong child, 999 must be called and parents contacted immediately.

Children who require long term medication that is required to be kept on the premises can do so however parents must sign in on the 'long term medication' form and relevant discussions will be had with staff and management. Clear instructions should be given through medicine consent forms which should be completed as normal. Medicine prescribed long term should be reviewed every 28 days.

### **Management of medication**

All staff are responsible for:

- Ensuring parents and carers complete and sign a medical consent form and daily medicine record.
- Check dosage with the parent and against the label/information sheet
- Check forms are completely accurate
- Ensure witness signature is obtained following the administering of medication
- Ensure medicine is stored in the locked cabinet or in the fridge as required
- Ensure daily medicine records are handled accordance with the organisation confidentiality policy
- Ensure medicine is returned to the parent/carer and signed out on the daily medicine record.

All parents are responsible for:

- Ensuring medication for their child is prescribed by a doctor
- Ensuring they complete the forms correctly
- Ensuring they bring the box and leaflet to accompany the medication
- Ensuring they sign the medication in and out of the premises
- Ensuring they take the child's medication home at the end of each night unless arrangements have been made regarding long term medication

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