



Manor Twiglets Nursery Ltd

Downsview Crescent, Uckfield, East Sussex, TN22 1UB
01825 765487. twiglets@manor.e-sussex.sch.uk www.manor-twiglets.co.uk.

Administering Medicine Policy

It is our policy not to have sick children in our care until they are well enough to return to the nursery, although there are exceptions for this. We will agree with the parents to administer medication to maintain the child's well-being for example the end of antibiotics. With request from parents and the correct medication form completed we can administer Calpol or Nurofen to only those children attending all day and where their parent or carer is unable to come and collect quickly. If the practitioners feel the child is too unwell for nursery following the administering of the medication, then parents will be asked to collect their child to take them home. Please see our Managing children with allergies, or who are sick or are infected policy for more information.

A medication form will be filled in before this request is carried out. The medication will be brought in for the session that the child attends and not stored at the nursery long term. This medication must go home when the child leaves the setting that day. We do not have the facility to store every child's medication here, however we do store emergency medication, for example epi pens, antihistamine and inhalers.

If the child is recently prescribed medicine from their G.P it is advised that the parents/carers keep the children off for 48 hours if they have not taken the medication before to ensure there is no adverse reaction/affect.

These procedures are written in accordance with the current guidance in 'management medicines' in schools and early year's settings. Jill Bray the Childcare Manager is responsible for ensuring all staff understand and follow these procedures.

The Childcare Manager and the Deputy Childcare manager have overall responsibility for the correct administration of the medication. The child's key person is responsible to ensure that the medication is given and not forgotten. In their absence then another member from their key group will take on the responsibility.

Whenever possible we require parents to administer their child's medication themselves to safeguard the children and the practitioners in the nursery. For example, if their child requires antibiotics 3 times a day and your child attends 9am – 3pm, then administer before arriving at nursery, upon pick up time and one before they go to bed. If your child requires preventative asthma medication twice a day, then administer before nursery and after nursery. We will administer Ventolin inhalers to children as and when they require, as long as we have the correct signed medication forms and boxes with the children's name and information on.

Administering Medication Procedures include:

- Medication Permission forms to be signed and filled in correctly prior to the medication being given by the parent/carers. The forms must be fully understood by the parent/carers filling them in, the practitioner with the parent should ensure all information is complete including the time of the last dosage.

- All Medicine is stored correctly (in a locked cupboard in the Kitchen, in a sealed medicine box in the fridge in the kitchen)
- All records are kept up to date
- The medication form is to be filled out by the practitioner who administered the medicine, the witness must sign and parents signature is added when the child is collected (see form attached to this policy).
- The practitioners who administer the medication must hold a valid First Aid certificate.

In the absence of the key persons, the Childcare manager, Jill Bray and Deputy Childcare Manager, Laura Ceylan, will be responsible for overseeing the administration of medication for that key child.

Administration of Medication

- Children must be well enough to attend Manor Twiglets Nursery and not have any contagious diseases or complaints, see attached up to date information from the Public Health Agency.
- Prescribed medication should be stored in their original containers that they come in. It must be in-date and prescribed for the current condition. They need to be clearly labelled with the child's full name and stored in a locked cupboard or fridge, not accessible to children.
- Medication that has been mixed with another medication will not be administered to the child by the practitioners in the setting. This includes medication put into drinks bottles.
- Parents need to give prior permission for Manor Twiglets Nursery to administer their child's medication. The staff receiving the medication must ask the parents to sign a consent form stating the following information. No medication may be given without these details being provided:
 - The full name of the child and date of birth;
 - The Childs Doctor and address
 - The name of medication and strength;
 - Who prescribed it;
 - The dosage to be given in the setting;
 - How the medication should be stored and its expiry date;
 - Any possible side effects that may be expected; and
 - Parent's signature.
- Administration will be recorded accurately each time and signed by the member of staff and the parent needs to sign this to confirm acknowledgement of the medication being given.

Every effort will be made to ensure that Individual training will be given to all staff if the medication requires medical knowledge, for example using an epi pen.

Storage of Medicines

- The medication should be *clearly marked with the child's full name.*

- All medication is stored in a locked cupboard or in a sealed box and refrigerated.
- The Childcare Manager, Deputy Childcare Manager is responsible for handing back the medication to the parent/carer at the end of the day. They must also ensure that the medication form is signed and dated by the parent/carer on collection.
- Some medication may have to stay at the nursery. The Childcare Manager or Deputy Childcare Manager is responsible for handing this back if and when it goes out of date.
- No child may self-administer.

Children who have long term medical conditions:

- A risk assessment is carried out on the child; this will be done by the Childcare Manager, Jill Bray and the Deputy Childcare manager, Laura Ceylan.
- Parents will need to contribute to the risk assessment, they should be shown around the setting and understand the routine and point out any risk factor for their child.
- Full training to all staff will be given, seeking outside agencies to aid this training if necessary.
- A full care plan will be drawn alongside with the parent outlining the key person's role.
- This plan will include, what measures should be taken in an emergency.
- The health care plan will be reviewed every six months or less, this will include a full review of medication and any side effects.
- The parents will receive a copy of the care plan and all contributors will sign this, including the parents.

Medication on Outings and Collection of Children for After School Club

- Medication for a child is taken in a sealed plastic box, clearly labelled with the child's name, name of medication and the consent form and a medication permission form to record the dosage.
- On returning to the setting the medication permission form will be signed by the parent to ensure that they know the medication was given, the dosage and the time.

This policy was adopted on 08th August 2019

Date of review: August 2020

Signed on the behalf of the directors:

Name of signatory: Mrs F J Bray

Role of Signatory: Childcare Manager



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Medication Permission Form
Strictly Private and Confidential

Child's Full Name:..... Child's Date of Birth:

Parent/Carers Full name:.....

Parents Signature:.....

Doctors Name: Doctors Telephone number:.....

Doctors Address:.....

Full name of Medication to be administered:

Last dosage of medication:

Dosage: Time to be administered:.....

Storage instructions:

Possible Side effects of the medication:.....

Date	Time	Administers Signature	Witness Signature	Parents Signature