



Lenzie Meadow Nursery

Administration of Medication policy

Aim:

Parents and staff will adhere to the following agreed procedures which will ensure the Health and Wellbeing of the child is met as per 'Management of Medication in Day care of Children and Childminding services' (Care Inspectorate 2014).

Procedures:

- Parents should provide the Head Teacher/Depute Head of Centre with detailed information about their child's health care needs and treatments which will be recorded in their care plan and in the medication file (where required).
- Parents must complete an Administration of Medication form for short term administering of medication or long term health management.
- Office Admin staff and the nursery will hold a copy of completed medication forms.
- The Depute Head of Centre compiles a list of children with medical needs and update when required.
- The first dose of any new medication must be given at home.
- Staff cannot accept or administer medication that is not prescribed.
- In the event that a child's temperature rises above 37.5c the parent will be contacted to collect their child from nursery. Staff will ensure the child is kept well hydrated and cool until the parent arrives.
- If a child is unwell in nursery parents cannot administer Calpol to the child in nursery.
- Medication will be stored in an area below 25c. If medication requires to be refrigerated it will be put in a sealed container and labelled and stored in the fridge.
- All packaging with guidance notes will be kept with the medication.

Parent responsibilities:

- To keep staff up to date of children's medical needs prior to starting nursery and throughout their time at nursery.
- To administer medication at home wherever possible.
- To ensure medication is prescribed (if it is to be administered in nursery).
- To ensure children have had the first dose of any new medication at home (in the event of allergic reaction).
- To complete all necessary paperwork as per East Dunbartonshire's 'Managing the Healthcare Needs of Pupils'.

- To check the expiry date on your child's medication. Ensure any spacers required are provided.

Depute Head of Centre Responsibilities:

- To ensure that paperwork has been completed and signed off.
- To ensure the office has a copy of medication forms.
- Medication forms are filed in medication folder in medicine cupboard.
- To ensure record of children with medical needs/ allergies are available for all staff and updated when required.
- To ensure termly checks on medication are completed.
- Ensure staff are using recording systems effectively.
- To request training when required i.e Epi Pen

Senior Staff responsibilities

- To direct all enquiries regarding administration of medication to Head Teacher or Depute Head of Centre.
- To ensure children's care plans are updated with any new medical information.
- To ensure all staff, students and supply staff are aware of children's allergies.
- To review medication management with parents termly.
- To inform parents when medication expires or runs out.

Staff responsibilities

- To be aware of the medical needs of all children they hold responsibility for.
- To ensure a witness observes administration of any medication and signs appropriate record.
- To ensure you sign the medication record as soon as medicine has been administered.
- To check the medication record before giving any medication to ensure no duplication happens.
- Ensure staff administering medication complete record and get parent to sign record sheet.
- To communicate any issues with the management team timeously.

