



MANAGING MEDICINES

Aims and Objectives

The aim of this Policy is to ensure that all parents/carers and staff are aware of the steps that are being taken to ensure that Farthing Wood Nursery follow the safe guidelines of Managing Medicines in our setting.

To achieve this we will actively work towards the following objectives.

- Procedure for Managing Prescriptive Medicines which need to be taken during the nursery day.

Medicines should only be taken at nursery when essential; that is where it is detrimental to the child's health if the medicine were not administered during the nursery day. Farthing Wood will only accept medicines that have been prescribed by a Doctor, Dentist, Nurse prescriber or Pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a Pharmacist and include the prescribers instructions for administration. Farthing Wood will **NEVER** administer medication without prior written consent. (Form 2)

Farthing Wood will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on Parental instructions.

It is noted that medicines that need to be taken 3/ 4 times a day ideally should administered once in the morning(by parent/carer) once/twice (by designated staff throughout the nursery day) and at bed time (by parent/carer).

- **Procedure for Managing Prescriptive Medicines on trips and outings.**

All prescriptive medicines/ Calpol will be stored in the fridge situated in the kitchen. The fridge is only accessible by staff.

Any permission to administer medicine forms will be kept in the medical personal file situated in each room. Any Health Care Plan (form 1a or 1b) will be kept with the member of staff responsible for the named child.

- Farthing Wood has 3 designated staff members who are responsible for administering prescribed medicines/ Calpol. These are Adele Carney, Claire Westwood and Emma Hand.
- Any medicines administered are witnessed and signed for by another staff

member. Parents/ Carers are also required to sign the medication form at the end of each day to say that the medicine has been administered as required.

- Parents are required to administer any prescribed medicines at home, unless it would be detrimental to the child's health if the medicine were not administered during the nursery day.

Parents / carers are required to complete and sign a 'Permission to Administer Medication' form (form 2) before any medicine will be administered to any child under the age of 16. This is a mandatory requirement.

- **The circumstances in which children may take non- prescribed medicines.**

Farthing wood will **NOT** give a non prescribed medicine to any child unless there is a specific prior written permission from the parents.

Calpol will be administered with prior written permission from the child's Parents/carers in the following circumstances:

- If the child has a high temperature then Calpol will be given, but the parent / carer will be required to collect their child if their temperature does not come down or staff feels that the child is too unwell to remain in nursery.
- If Parents/ carers have informed us of previous injuries, Calpol will be administered to help with the pain, however if staff feel that the child is still in pain then parents will be contacted to prevent any further injury/ damage being done.

A child under the age of 16 will NEVER be given aspirin or other medicines containing Ibuprofen unless prescribed by a doctor.

THE NURSERY POLICY STATES THAT IF A CHILD NEEDS CALPOL (or equivalent) ON A REGULAR BASIS THROUGHOUT THE DAY THEN WE FEEL THAT THE CHILD IS TOO UNWELL TO ATTEND NUSERY. IF A CHILD IS BROUGHT INTO THE SETTING AND THIS IS THE CASE, WE WILL THEN ASK PARENTS TO COLLECT THEIR CHILD.

Nursery Policy on assisting children with long term or complex needs (Form 1a/1b)

- We will accommodate any child with any specific needs, following any documentation stated in 'administering medicine policy'. Any further training or information will be provided where necessary.

Policy on children carrying and taking their medication themselves.

- Farthing Wood will help assist any child when administering their own medicine to help develop their independence.

Staff training in dealing with medical needs.

- All designated staff is trained in how to administer prescribed medications.
- Any medication which requires specific training will be responsibility of the parent/ carers. A 'staff training record' form will be completed by the parent/carer and signed by the trainer and staff member (form 6).

Record Keeping

- No child under the age of 16 will be given medicine without the parent/ carer written consent.
- A 'permission to administer medicine' form will be completed and signed by the parent/ carer **before** any medication is administered (form 2).
- Farthing wood will keep a written record of any medication on the premises (form 4).
- A 'Long term permission' form will be completed for medicines that are required over a long period of time (form 3).

Safe storage

- All prescribed medicines and Calpol will be in the designated area (fridge in the kitchen).
- All emergency medicines, such as Asthma inhalers and adrenaline pens will be readily available, but kept on a high shelf out of reach of all children.
- Farthing wood will not dispose of any medication. Parents/ carers are responsible for ensuring that date expired medicines are returned to the Pharmacy for safe disposal.

Risk assessment and management procedure

- All areas of managing medicines are assessed, for this we will:
- Check medication forms to ensure the correct dosage/ frequency have been followed
- Check medicine containers for quantity and any damages to the container.
- Monitor fridge where medicine is stored.
- Where the nursery agrees to administer any medicines the employer will ensure that the risks to the health of others are properly controlled, by following the procedure stated. This duty is set out in the Control of Substances Hazardous to Health Regulation 2002 (COSHH).

The nursery will always treat medical information confidentially. The nursery manager will agree with the parent, who should have access to the records and other information about the child.

If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Reviewed February 2016

Next Review Date February 2017