

Administration of Medicine Policy

In line with Care Inspectorate's 'Management of Medication in Day-Care of Children and Childminding Services' guidelines and Aberdeenshire Council's 'Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments' policy.

Statement

The purpose of this policy is to ensure that any/all medication administered to children in our care, has been authorised by the child's parent/carer, administered by a qualified member of staff and that accurate records of any medication stored and administered are kept.

Hillside School Nursery fully understands that a positive response and proactive action by our setting to a child's medical needs will benefit the child directly and give confidence to children, staff and parents/carers.

Who is Responsible?

Early Years Practitioners/Early Years Lead Practitioners are responsible for ensuring that there is written parent/carer permission to administer medication to children during the session. **Aberdeenshire Council Medical Form 1 (Request for School to Administer Medication)** must be completed and signed by a child's parent/carer and **Medical Form 2 (Confirmation of the Head Teacher/Early Years Senior Practitioners Agreement to Administer Medication)** dated and signed by the Head Teacher/Depute Head Teacher/Senior, prior to any medication being administered.

The staff member who has administered medication within a particular session will be responsible for informing the child's parent/carer upon collection. Parents/carers will be asked to acknowledge the receipt of this information by signing the **Hillside School Nursery Record of Medicine Administered in Nursery** form.

All staff at Hillside School Nursery are responsible for ensuring that medication is stored safely in nursery, out of reach of children but within sight of any adult who needs access to the medication.

Implementation of Our Policy

Parent/Carers will always be advised to administer medication at home where possible. **Hillside School Nursery will only administer medication considered essential. Staff members will**

Before medicine is administered, the staff member should check **Forms 1 and 7** for any changes and the **Record of Medication Administered in Nursery** should be completed each time the child receives their medication. This should be signed by the member of staff administering the medication, countersigned by a second member of staff and then signed by a parent/carer upon collection.

Medicines stored in Hillside School Nursery will be kept in an individual plastic lidded box, with the child's photograph displayed and will be named and dated.

Every child at Hillside School Nursery must have a Personal Plan which is reviewed at least every 6 months.

Refusal to Take Medicine

Where a child refuses to take medication, staff will not put pressure on the child to do so. If a child spits out administered medication, staff will not administer any further dose. The child's parent/carer would be contacted to notify them in these instances. In the event of an urgent situation the emergency services will be contacted following the outlined protocol on **Medical Form 6 (Emergency Planning)**.

In the unlikely event that medication was administered to the wrong child, the child's parents would be notified as soon as possible. The child would be monitored by members of staff and further advice sought from the child's GP if required. As noted above, if an emergency situation occurred as a result of this, the emergency services would be called.

Emergency Planning

Medical Form 6 (Emergency Planning) details the steps a member of staff should take when calling the emergency services. This information is displayed next to the nursery phone. All staff members are aware of this.

Staff Training

All staff at Hillside School Nursery will be familiar with and adhere to the *Care Inspectorate* guidance **Management of Medication in Day-Care of Children and Childminding Services**.