



ROMPERS PRIVATE NURSERY

MEDICATION POLICY AND PROCEDURES



Policy Statement: -

At Rompers, we have a duty to protect the health, safety, care and welfare of all children in our care. We understand that children require medication whether this may be on a one-off, prescribed or long-term medication. While attending nursery it is up to staff to ensure that medication is administered safely and with the appropriate permission. This policy has been put in place to ensure that this is done in a safe and controlled manner.

UNCRC Articles: 24, 25

Aims of the Policy:

- To ensure that medication is stored safely and out of reach of children.
- To put in place forms and procedures for parents and staff to follow.
- To use these forms to ensure that the correct medication is given to the correct child and at the correct time.
- To ensure that long term medication dosage is regularly reviewed, and expiry dates are checked.
- To ensure that appropriate permission has been granted and staff have a clear way to communicate the receiving of medication.

Procedures:

Short Term Medication

- All rooms are equipped with a small medication cabinet, which can be locked, and medication can be stored safely out of reach of children.
- Qualified staff will be responsible for the signing in and out of medication each day.
- A Short Medication Form (STM) will be handed to the parent upon arrival for them to complete. If a medication form is not completed correctly staff cannot administer medicine.
- Staff will clarify medication instruction with parents and sign the form to show that they agree and understand why medication is being given. If required staff may ask further questions to make sure administration of medication is appropriate.
- Staff should affix a label with the child's name, date of birth and photo to the form. This clearly identifies the child.
- Rompers cannot administer a first dose of any medication. The child must have received this medication once under parental supervision and no less than 24 hours before we can administer it again within the nursery to ensure minimise the risk of an allergic reaction. Rompers cannot administer medication for just "in case" or "if required" reasons.
- All medication should be in the correct original medication box/bottle, clearly named and have dosage instructions clearly visible. If this is a prescribed medication, the prescription label should be clearly visible.

- A qualified staff member will then sign the medication in to the short-term room record. A label should be affixed to the medication with the child's name, date of birth and photo before placing it in a sealed bag then in the locked medication cabinet. A copy of the administration form must be photocopied and kept in the sealed bag.
- Medication required to be kept in the fridge must be put in the medication box again with a label affixed to the medication with the child's name, date of birth and photo before placing it in a sealed bag. A copy of the administration form must be photocopied and kept in the sealed bag.
- Once the medication has been signed out and returned back to the parent, the administration form from the sealed bag must be securely shredded in the office.

Administration of Short Term Medication:

- Before administering medication, staff will double check all information on the medication form matches the medication labels.
- The staff members should ensure the ID on the form corresponds with the ID on the medication and the picture matches the child that they are administering medication too.
- When giving medicine all staff will be witnessed by another qualified team member, ensuring that the medication being given is in date and it is administered at the correct time and the correct dosage, as well as the correct child's medication.
- Medication is to be administered on a single use medicine spoon which should be disposed of after use. **The medication spoon and packaging, if applicable will be placed in a nappy sack and disposed of in nappy bin.** These are kept in a sealed box in or on top of the medication cabinet. Unless a syringe or spoon is provided with the medication.
- Only fully qualified staff are permitted to administer medication and witness.
- Both members will sign the medication form in the appropriate area.
- If the child requires another dose during their session at the nursery the same form will be used and dose will be given and recorded as above.
- On completion of medication form staff will photocopy the form which gives details of dosage, time and the team member who administered medication. This form will go home with parent/carer to ensure they are aware of last dosage time and amount. The parent/carer will sign to say they have received this information. A copy is kept in the child's medication personal file.
- On collection of the child the medication will be signed out and handed back to the parent/carer.

Long-Term Medication:

- Medication forms can be completed at home or within the rooms prior to the session by the child's parent/carer.
- Staff will again look over the form and sign to show they understand the medication and why it is being given.
- Staff should affix a label with the child's name, date of birth and photo to the form. This clearly identifies the child.

- When the medication form is brought into the nursery staff will set a 3-month review date for the long-term medication. They will also set a review date for the parents to review the medication and procedure (every 3 months). The parent/carer will sign a form to say they have reviewed it.
- An additional review will be carried out if there is a change in dosage or if medication has reached expiry date before upcoming 3 month review.
- If there is a change to the medication the parent/carer will be asked to complete another form.
- A qualified staff member will then sign medication in to the long-term room record. A label should be affixed to the medication with the child's name, date of birth and photo before placing it in a sealed bag then in the locked medication cabinet.
- The administration part of the long-term medication form (page 1) will be photocopied and put into the sealed bag with the child's medication.
- Medication required to be kept in the fridge must be put in the medication box again with a label should be affixed to the medication with the child's name, date of birth and photo before placing it in a sealed bag.
- On the review date staff will check the medication expiry date, amount of medication left, the parent then must sign this review and update any changes.
- If the medication is no longer required at nursery the medication should be signed out using the section at the end of the long-term medication form.
- Once the medication has been signed out and returned back to the parent, the administration form from the sealed bag must be securely shredded in the office.
- Calpol sachets can be signed in long-term in the Baby Room, however this is not applicable in the Toddler Room and Pre-School Room. A general administration form for Calpol is laminated in the baby room medication cabinet for reference. This does not replace the child's individual long term medication form and staff should always consult the child's individual form as well as the general guidance.

Administration of Long Term Medication:

- Before administering medication, staff will double check all information on the medication form matches the medication.
- The staff members should ensure the ID on the form corresponds with the ID on the label on the medication and the picture matches the child they are administering too.
- When giving medicine all staff will be witnessed by another qualified team member, ensuring that the medicine is being given is in date and it is administered at the correct time and the correct dosage, as well as the correct child's medication.
- Medication is to be administered on a single use medicine spoon which should be disposed of after use. The medication spoon and packaging (if applicable) will be placed into a nappy sack and disposed of in a nappy bin. Unless a syringe or spoon is provided with the medication.
- Only fully qualified staff are permitted to administer medication and witness.

- This should then be recorded in the child's personal administration record. Which at the end of the day should be signed by the parent to acknowledge this was given at nursery.
- Long term medication administration slip should be filled out and given to the parent to keep for their own record. The administration slip should be photocopied, and one kept in nursery in the child's personal medication file. The parent will sign both copies of the long-term medication administration slip to evidence that they are aware their child has received the medication at nursery.

Epi Pens

- Epi Pens should be signed in and reviewed as per the long-term medication procedure.
- In the storage of epi pens, staff must ensure that the child's name, DOB and photo of child are attached to a clear plastic box containing the child's epi pens.
- This must be stored above the medicine cabinet in the appropriate room and be taken on any outings or transition visits.
- In the box, there must be a copy of the child's allergy action plan. The allergy action plans may be provided from the child's doctor alternatively if this is not provided staff must provide parents with a blank action plan to complete.
- **In an event a child needs their personal Epi Pen a fully qualified member of staff will be the first to administer at Rompers, 999 will be called and family will be called to be notified.**

Nappy Cream

- Nappy cream permission forms should be filled out by parent.
- Each cream should be stored in an individual box the child's name on the front.
- A label containing the child's name, date of birth and photo should be affixed to both the nappy cream and the nappy cream permission form.
- Cream should be applied as per nappy changing procedure.
- Creams should be replaced every 6 months or when they are finished. A long term sign in sheet for nappy cream is displayed in each room.

Monitoring:

- 3 monthly management audits of medication.
- Medication cabinet will be checked weekly.
- 3 monthly reviews of long term medication will ensure all details are correct and up to date.

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
February 2023	E. Burke	Changes to medication documentation, policy and procedures updated to reflect this. Management Audit form updated to ensure consistency and focus in audits.
February 2023	Room Champions	UNCRC articles added
May 2024 Discussed at May 2024 staff meeting.	P. Guthrie	Changes to medication forms being photocopied into the child's sealed bag also. General updates to reflect current practice. Nappy cream – reviewed every 6 months rather than 3. Further clarity on cross checking medication details.
January 2025	K.Ferguson	Label to be added to the nappy cream permission form.
January 2025	C Duncan	Additional review added for change in long term medication details. Medication spoon and packaging to be placed in a nappy sack and disposed of in nappy bin.