



ROMPERS PRIVATE NURSERY

MEDICATION POLICY



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.

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 dosage 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:

Medication Form and Storage of Medication

- All rooms will be 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
- Medication Forms can be filled out at home before bringing child into the nursery for their session. On arrival at the nursery the form and medicine should be handed to a staff member who will provide you with a form
- If a Medication Form is not provided and 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
- Rompers cannot administer a first dose of any medication. The child must have received this medication once under parental supervision before we can administer it again within the nursery to ensure no allergic reaction can occur
- All medication should be in the correct medication box/bottle, clearly named and have dosage instructions visible
- A Qualified Staff member will then sign medication in and place in the medication cabinet
- Medication required to be kept in the fridge must be put in the medication box and signed in and out on the form located within the box

Administration of Medication:

- Before administering medication staff will double check all information on the medication form
- When giving medicine all staff will be witnessed by another team member, ensuring that the medicine is being given at the correct time and the correct dosage, as well as the correct child's medication
- Only fully qualified staff are permitted to administer medication. Unqualified staff can sign as a 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 remove the tear off section, which gives details of dosage, time and the team member who administered medication. This slip will go home with parent/carer to ensure they are aware of last dosage time and amount
- On collection of the child the medication will be signed out and handed back to the parent/carer
- When giving medication ensure that only one child at a time is medicated

In the Instance of 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
- When the medication form is brought to the nursery staff will set a 3 month review date for the long term medication and check the expiry date. 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
- If there is a change to the medication the parent/carer will be asked to complete another form, bring in the new medication and take the old medication home.
- Medication box/bottle should be clearly labeled with child's name and dose required
- On the review date staff will check the medication expiry date, amount of medication left and when the parents review date is.
- Staff will approach parent/carer when the review date is and ask them to check over all the information and sign

Monitoring:

- Medication cabinet will be checked daily.
- Four weekly reviews of long term medication will ensure all details are correct and up to date.
- Check that all staff are remembering to remove tear off slips.
- Check all medication forms are being filed away correctly.

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.

