



Maple Medical PRU *Young Parents' Centre*



ADMINISTRATION OF MEDICATION POLICY

The nursery will administer any medication prescribed by a doctor.

The following procedure will apply in all cases:-

- Medication must be in original container, with own spoon/ syringe, clearly labelled with the baby's name, date of expiry and dosage instructions as prescribed by a doctor.
- A short term medication form must be completed and signed by the baby's parent/carer upon arrival at nursery giving consent.
- The parent/carer must clearly state the name of the medication, the required dosage and the times for which the medication is to be administered on the medication form and if any medication has been given before arrival.
- Medication must be handed to a member of staff for appropriate safe storage (it should never be left in the baby's bag).
- It is the staff member who takes the medication from the parent's responsibility to ensure that ALL other staff members are aware that the child has medication and that the medication form is in the nursery.
- A nursery nurse will administer the medication at the stated time, witnessed by a further staff member. They will then complete the medication recorded stating the exact time administered and sign and date.
- At lunch time or at the end of the day parents are asked to sign for administration of medication on the original medication form.
- Medication will be stored according to instructions on the bottle – in the refrigerator in the nursery kitchen, or in the baby's basket located within the nursery and should only be accessed by qualified staff members.

Long Term Medication Forms

Any medication that is required for administration during the baby's nursery sessions on a long term basis is to be authorised by parents using the appropriate long term medication form. This form should be used for medicines such as inhalers,

emergency medications for illnesses and for creams as needed for skin conditions such as eczema.

All long term medication forms will be reviewed on a monthly basis and follow-up guidance and new forms are completed when updated information is received.

If there is any specific training that we require to administer specific medication your baby will not be able to attend until this training has been received (unless the mother is onsite and able to come out of class to administer it). A record will be kept alongside the healthcare plan of who has been trained to administer the medication so they can be called upon in an emergency.

Short Term Un-prescribed Medication

Medicine should only be administered within the setting when absolutely necessary and it is essential that the setting is happy to take babies who may be or could become unwell during their session at nursery. A short term medication form can be used for administration of medicines such as Infacol, and barrier creams (see nappy care plan) to be used for a one off occasion or up to a two day period without a prescription.

These medicines should be brought in by the parent in their original container. The nursery does have some pain relief on site which can only be used in an emergency. If this is the case a parent will always be contacted prior to administration, to confirm that the baby has not previously had medication before entering nursery that day and to ensure an accidental overdose is not administered.

The specific guidance will be recorded and medicine will be administered as stated by the parent in accordance with the label.

After two days the parent will be advised to take the baby to see a doctor if they wish to continue the medication, and nursery will only continue to administer once they have been prescribed.

This is to ensure that all illnesses are fully investigated by a medical professional and that babies who are unwell do not have signs and symptoms of illness masked by administration of medication.

The medication records will be kept for a period of 22 years and 9 months. Any significant incident concerning administration of medication will be reported to the Local Authority and Ofsted.

All nursery staff have up to date paediatric first aid and the nursery manager has up to date first aid training.

Date of Policy January 2018

Date of Review January 2019

Signed

Nursery Manager.....

Chair of Management Committee.....