

Clarence House Day Nursery

Administration of Medicines

In respect of prescribed medicines, the following must be adhered to.

- Written/verbal permission must be given by parents on each occasion, prior to administration on a nursery medication consent form. It must state the child's name, date the medication starts, name of medication and prescribing doctor, dose and time, or how and when the medication be administered in order that appropriate staff can administer prescribed medicines together with details of previous dosages given during the last 24 hours,
- The first time a child is administered new medication they need to be monitored in the home setting for 24 hours in case an allergic reaction takes place. If no reaction occurs the child is safe to return, providing they are well enough
- The medicine should be in original container with the child's name and dosage instructions clearly labelled. Staff must check the expiry date of the medicine
- A record of the dosage administered by appropriate staff must be kept and witnessed, recording the date and time administered. This must be countersigned by the person who collects the child, who may be given a copy of this record if requested
- All medication must be inaccessible to children at all times; parents are requested to inform staff if there is any medication in the child's bag upon arrival to the nursery.
- Individual Care Plans are kept as necessary; they are updated annually or more frequently if there is any change to medication/illness/attacks.
- All children who need regular medication (i.e. inhalers for asthma) will provide a 'spare' of this medicine to be kept at nursery permanently
- Only Room Leaders and Managers are authorised to administer medication and will take responsibility for such

Non-prescribed medication will only be administered under the discretion of the manager; all the above procedures will be adhered to.

Should the administration of prescribed medication require technical/medical knowledge, full training will be provided for staff from a qualified health professional. Training is specific to the individual child concerned. The Nursery's insurance company will also be notified.

Drugs and Medicines

The nursery manager is responsible for ensuring the safe storage, handling and use of drugs and medicines. If misused, drugs and medicines can be dangerous, hence all drugs are correctly labelled and procedures adopted to ensure safe stock control.

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