



Administration of Medication Policy

Updated September 2024

This policy outlines the procedures for the safe and responsible administration of medication to children in our care. The goal is to ensure the health and safety of all children while ensuring that the correct medication is given in a controlled and accurate manner, and in accordance with parental consent.

This policy applies to all staff members, children, and parents/guardians of the nursery. It covers the administration of prescription and non-prescription medications, as well as emergency medication – such as allergic reactions or asthma.

Types of Medication Covered:

- **Prescription Medications:** Any medication prescribed by a healthcare provider.
- **Over the Counter Medications:** Non-prescription medications such as pain relievers, antihistamines, etc.
- **Emergency Medication:** Medication required in emergencies, such as an epinephrine injection for severe allergic reactions or an inhaler for asthma.
- **Long-term Medication:** Medications that need to be administered regularly over a period of time.

Parental Consent:

- **Written Consent:** No medication will be administered to any child without written consent from the parent or guardian. A medication consent form must be completed by the parent/guardian, which includes:
 - The child's full name
 - The name of the medication
 - The dosage, frequency, and method of administration
 - The reason for the medication (e.g., illness, allergies)
 - Duration of the treatment (if applicable)
 - Any potential side effects or allergic reactions
 - Emergency contact information
- **Updated Information:** Parents/guardians must inform the nursery immediately if there are any changes to the medication, dosage, or administration instructions.

Storage of Medication:

- **Safe Storage:** All medication will be stored in a locked and secure location, out of reach of children. This includes both prescription and over-the-counter medications.
- **Temperature Control:** Some medications may require refrigeration (e.g., insulin). These medications will be stored in a clearly marked, locked container in the nursery refrigerator.

- **Disposal of Expired Medications:** Expired medications will be returned to parents/guardians for proper disposal or disposed of according to local regulations if parents are unavailable.

Administration of Medication:

- **Verification:** Before administering any medication, staff will:
 - Verify the child's identity (e.g., checking their name, date of birth)
 - Confirm the medication, dosage, and administration instructions
 - Ensure that the medication is within its expiration date
- **Recording:** Each administration of medication will be recorded in a medication log, including:
 - The time and date the medication was administered
 - The name and dosage of the medication
 - The name of the staff member who administered the medication
 - Any relevant observations (e.g., side effects or reactions)
- **Double Checking:** For emergency medications (e.g., EpiPen or inhalers), two staff members will confirm the correct medication and dosage before administration.

Emergency Medications:

- **Emergency Action Plan:** For children requiring emergency medication (e.g., for allergies, asthma), an individualised emergency action plan will be developed in consultation with the parents/guardians and any relevant medical professionals.
- **Accessibility:** Emergency medications (e.g., epinephrine autoinjectors, asthma inhalers) will be stored in an easily accessible location, separate from other medications, and clearly labelled.
- **Training:** Staff will be trained to recognise the signs of an emergency and the correct procedure for administering emergency medication, such as administering an EpiPen or helping a child use an inhaler.

Special Considerations:

- **Self-Administration:** If a child is old enough and able to self-administer certain medications (e.g., asthma inhalers), this will be done with the consent of the parents/guardians and the child will be supervised by a staff member.
- **Medication for Short-Term Illness:** For short-term illness (e.g., fever, cold), only over-the-counter medication prescribed by a doctor or provided with written consent will be administered.
- **Allergies:** If a child has known allergies to certain medications, this information will be noted on the child's medication consent form and communicated to all relevant staff members.

Staff Responsibilities:

- **Trained Personnel:** Only staff members who have received appropriate training on the administration of medication are authorised to give medication to children.
- **Ongoing Record Keeping:** Staff must ensure that the medication log is accurately and promptly updated each time medication is administered. Any discrepancies or mistakes in medication administration will be reported immediately to management and parents/guardians.
- **Communication:** Staff must communicate with parents/guardians if any concerns arise regarding the administration of medication or if the child experiences any unusual reactions after taking medication.

Parent and Guardian Responsibilities:

- **Providing Medication:** Parents/guardians must provide medication in its original packaging, with clear labelling, and instructions for administration.

- **Updating Information:** Parents/guardians must notify the nursery if their child's medication or medical condition changes.
- **Prompt Pickup:** Parents/guardians are responsible for picking up any unused or expired medications at the end of the day or when the medication is no longer needed.

Medication Errors:

- In the event of a medication error (e.g., wrong dosage, missed dose, incorrect medication):
 - Immediate action will be taken to ensure the child's safety, including contacting the parents/guardians and, if necessary, seeking medical attention.
 - The error will be recorded in the medication log, and a full investigation will be conducted to determine the cause of the error.
 - The nursery will implement any necessary changes or improvements to procedures to prevent a recurrence.

This Medication Administration Policy ensures that medications are administered safely and effectively while prioritising the health and well-being of all children. It is important to keep lines of communication open between parents and staff to manage any medical needs or concerns.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		