

**UHI | PERTH**

# **Administration of Medication Policy**

UHI Perth Nursery

## Version Control History

<b>Version Number</b>	<b>Date of Change</b>	<b>Summary of Revisions Made</b>
1.0	February 2024	Updated to UHI Perth branding

# Administration of Medication Policy

## 1 Purpose

- 1.1 This policy outlines the Key Principles of record keeping, storage and administration of medication that is required to be given to children who are in the care of the Nursery, to ensure a robust system is in place.

## 2 Scope

- 2.1 The policy relates to all UHI Perth Nursery staff and all children within the care of the UHI Perth Nursery.

## 3 Definitions

- 3.1 None.

## 4 Key Principles

- 4.1 The Nursery is committed to ensuring that the children it provides care to are cared for fully and appropriately. As such, the Nursery takes steps to ensure that where it is necessary for medication to be given to a child by a member of staff, that this is done so in a manner which protects the health and safety of the child, and the professional position of the staff member.
- 4.2 Staff should treat medical information confidentially.
- 4.3 A consent form completed by the child's parent/carer is always obtained before a member of Nursery staff will administer any prescribed, or non-prescribed, medication to a child.
- 4.4 Staff members administering medication complete the Record of Medication form on a daily basis.
- 4.5 Nursery staff never give the first dose of a medication to a child. Parents/carers must always have already given at least one dose to the child to ensure the child does not have an adverse reaction to the medication. The parent must be asked when the child has last been given medication before coming to nursery and recorded on the daily medication sheet.

- 4.6 Staff do not administer medication to a child if they do not know what it is for.
- 4.7 Staff always ensure that medication is clearly labelled with the identity of the child to whom it is to be administered, including the child's date of birth and photograph of the child. Medication is stored in the locked cupboards in designated rooms, or if necessary, in a designated box in the fridge in the staff room. The staff room door is locked, and children are not permitted to access the room unless accompanied by an adult.
- 4.8 All medication must be provided to the Nursery in its original container and be accompanied by the original information leaflet. Staff read the information leaflet prior to any of the medication being given to a child.
- 4.9 Emergency medication is not locked away and is stored safely and accessible by staff at all times.
- 4.10 Expired medication is returned to parents/carers and not disposed of by staff.
- 4.11 Consent from parents/carers to administer medication to their child/children will be time-limited and reviewed and updated on a regular basis as required, ideally termly.
- 4.12 If medication is given to the wrong child by mistake, the staff member involved notifies the Nursery Manager or Depute Nursery Coordinator immediately who will contact the parent/carer who can then seek medical advice. If there is an immediate adverse effect call 999 for an ambulance. An incident record must be completed and an e-form notification made to the Care Inspectorate.
- 4.13 If a child refuses to take medication, the staff member involved notifies the Nursery Manager or Depute Nursery Coordinator immediately who will contact the parent/carer to inform them. A record should be kept on the daily medication sheet when medication is refused.
- 4.14 Staff are trained appropriately in the administration of specific medication. Staff must be trained in use of asthma inhalers and auto injectors before they can administer them.
- 4.15 A designated member of staff audits medication records daily in order to ensure that medication has been administered appropriately and that this has been recorded, along with any incidents.
- 4.16 In the best interests of children, Nursery staff members question parents/carers if they have any concerns regarding a conflict of dosage, eg there is a discrepancy between the label instructions and the parents/carers request.

- 4.17 Each child's medication will be stored in an individual container which is clearly marked including child's date of birth.
- 4.18 Staff ensure that all spoons, spacers for inhalers etc are labelled and cleaned appropriately.
- 4.19 Children will not be permitted to carry or take medication themselves.
- 4.20 The Nursery will permit medication to be stored overnight.
- 4.21 Students and volunteers never administer medication to children.
- 4.22 No communal stock of medication is used eg cream for nappy rash, temperature reducing drugs etc.
- 4.23 If administering liquid paracetamol strictly follow dosage guidelines on the label.
- 4.24 During outings/trips a designated member of staff will be responsible for carrying, administering and recording medication.
- 4.25 If a child has a temperature of 37.5 degrees Celsius or above parent/carer will be contacted to advise them of the situation and be asked to collect their child if their temperature cannot be lowered. Temperature should be monitored and recorded every 10 minutes whilst cooling the child by adjusting clothing and offering sips of water until parent/carer arrives.

## 5 Responsibilities

- 5.1 The Nursery Manager is responsible for ascertaining the training needs of staff and ensuring staff are kept up to date about children's healthcare/ medication needs.
- 5.2 The Nursery Manager has overall responsibility for ensuring that this policy is implemented.
- 5.3 All staff are responsible for ensuring that they follow the Key Principles of the policy within their professional practice.
- 5.4 The Nursery Manager is responsible for monitoring the effectiveness of the policy and will access appropriate feedback from staff on an on-going basis to support this.

- 5.5 The Nursery Manager is responsible for the reviewing and updating of the policy.
- 5.6 Quality approval check of the policy is the responsibility of the Head of Human Resources and Organisational Development, who will arrange for the policy to be published.

## 6 **Linked Policies/Related Document**

UHI Perth Nursery Infection Control Policy  
UHI Perth Nursery First Aid Policy  
UHI Perth Health and Safety Policy  
Health Guidance – Care Inspectorate the Management of Medication in Day-care and Childminding Services HCR-0514-087.

## 7 **Relevant Legislation**

First Aid Regulations 1981  
Health and Safety at Work Act 1974