

## The Oaks Nursery

### Medication Policy

The following procedures will reassure parents that the greatest care is taken when administering medication according to written instructions. Nursery will only accept and administer products prescribed by a doctor.

#### Documentation

- Parents, carers or responsible adult who delivers a child to the nursery must fully complete and sign the medication form on a daily basis on arrival.
- The child's key person (or buddy) will ensure that parents, carers or responsible adult who collects a child must fully countersign the medication form at the end of the child's session.
- The signed and witnessed record of all medication that has been administered shall be kept on file in the child's room.
- Long term medication requirements will be fully discussed with the setting SENCO and may form part of a child's care plan.
- The SENCO will liaise with parents in regular reviews of medication that form part of a child's care plan, and will update care plan information following this review.

#### Pain relief

- Pain relief products such as Calpol or Calprufen will only be administered within the nursery if it has been specifically prescribed for a child by a Doctor.
- The first dose of prescribed pain relief administered in the nursery will be done only after the child has been in our care for more than four hours.

#### Asthma

- Children who have been diagnosed as asthmatic will have an individual care plan that is updated each time there is a change to medication. The SENCO will review care plans as indicated in the SEN policy.
- Parents are to ensure that any medication and inhalers are clearly named and kept in the nursery at all times. The child's key person will work with the parents to ensure that the care plan is accurate and reflective of the child's individual needs.

- If a child does not respond or improve after two doses of inhaler applications within 2 minutes it may be necessary to seek immediate medical attention in which case parents will be contacted forthwith.

### **Staff training**

- Every room within the nursery has at least one member of staff qualified in Paediatric First Aid who will take the lead in the event of an accident or emergency. The Nursery Manager holds a First Aid at Work (FAW) certificate and is responsible for the care of any adults on the nursery premises who may require first aid treatment.
- If a child is diagnosed with long term medication needs that require medical or technical knowledge then the SENCO will work closely with parents and other health professionals to ensure that adequate instruction or training is given to staff. Any trained procedure is required to be validated for 12 months by the trainer ( eg; specialist nurse), after which individuals will need to be re-trained.

### **Storage**

- Medicines (unless refrigerated), epi-pens and medicated creams are to be clearly marked with child's full name, and kept in the child's room in a named place.
- Asthma inhalers and any specific medical equipment are to be clearly marked with the child's name and stored in each room.

### **Administration**

- The person within the nursery who will administer any medication will be a staff member who holds a current paediatric first aid certificate, preferably the child's key person.
- The staff member will check that the medication to be administered has the corresponding child's name on the container.
- The staff member will administer medication according to the written instructions; the correct dosage at due time.
- The staff member will write up the medication record immediately after administering the medication, and is responsible for securing the witness signature at the same time.
- Failure to follow these procedures will result in disciplinary action being taken.
- A copy of this policy will be given to every staff member and a record of staff compliance (signature) will be kept on file.

**Adopted on: 15<sup>th</sup> December 2011**

**Signed on behalf of the Oaks Day Nursery:**

**Name: Chris Comper**

**Job title: Nursery Manager**