

Policy Title and Number:

Administration of Medication Policy

Policy Reference Number: JIC-058

Legislation that informs this policy

- Children's Act 1989
- Children's Act 2004
- Working Together to Safeguard Children 2017
- Keeping children safe in education – Statutory guidance for schools and colleges 2017
- Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015
- Protection of Children's Act 1999
- Education Act 2002
- Education Act 2011
- European Convention of Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Managing Allegations against people with children (NSPCC 2010)
- The Education (Pupil Information) (England) Regulations 2005
- Equality Act 2010
- UN Convention on the Rights of the Child 1991
- Safeguarding Vulnerable Groups Act 2006
- Disqualification by association 2015
- Information Sharing 2015
- Statutory framework for the early years foundation stage 2017
- Children's and Families Act 2014
- Data Protection act 1998
- Human Rights Act 1998
- Protection of freedoms act 2012
- SEND Code of practice :0-25 years 2014 updated May 2015

This list is not exhaustive

Aim

Just Imagine Day Nursery – Canvey Island puts the well-being of the children in its care at the very core of its services. *Just Imagine Day Nursery – Canvey Island* is keen to help children to attend, where appropriate, even if they are taking medication and to enable this to happen, we provide staff trained to administer medication on site.

Procedure

To enable medication to be administered, the following procedure must be adhered to by parents and by staff for the health and well-being of all children in the setting.

- *Just Imagine Day Nursery – Canvey Island* requires written and signed consent in advance from parents that clearly shows the date, dosage and expiry date of any medication to be given.
- Any medication (prescribed) left with staff for administration must be in its original container and bear its original label. The label must be legible and have the name of the child on it. Medicines must not be administered unless they have been prescribed for that child by a Doctor, Dentist, Nurse or Pharmacist, and have been issued within the last 28 days. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that particular child by a Doctor.

- **when administering medication the Key Person/First Aider must:**

1. Wash their hands

1. Refer to the *Permission to Administer Medication Form* and to the Administration record and carefully check that all details are correct

2. Confirm the identity of the child to whom the medication is being given.
3. Check that the prescription on the label of the medication is clear and unambiguous
4. Check that the name of the medication matches the *Medication Form*
5. Check that the name of the child on the label matches the *Medication Form*
6. Check the dose and method of administration
7. Check the expiry date against the 28 day period constraint
8. Administer the medication as instructed on the label and as specified in the *Permission To Administer Medication Form*
9. Keep clear and accurate, signed records of all medication administered, withheld or refused and ensure a witness signature is obtained.
10. Monitor any children taking medication and report any side effects immediately to the person in charge
11. Parents/guardians must sign the *Medication Form* when they pick up their children to acknowledge that the medicine has been administered.
 - All medication should be kept securely in the cupboard provided or in a fridge if required. Unused or surplus medication should be returned to the parent/guardian.
 - **Staff cannot administer non-prescribed medication. If parents cannot receive prescriptions from their Doctor for medicines like Calpol or Paracetamol, then the parents will have to come into the setting and administer the medication themselves.**
 - Prior written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.
 - Staff will be asked to attend general training in the administration and monitoring of medication and to meet specific needs concerning administration, or other health-related matters.
 - In an emergency situation the Designated First Aider and Manager should be called, an ambulance called for, and the child's parents informed immediately.
 - The management should monitor staff to ensure that procedures are being properly carried out, and that they are clear to all concerned. Staff will be asked to feedback at meetings any matters of concern or to identify training needs that they may have.
 - **Medicine that has not been prescribed for a child may be accepted in the premises but must not be given under if not needed. Staff will contact parents if child has high fever and permission to give medication will be obtained over the phone. Staff in the setting must never give medication to a child when it has been prescribed for another.**
 - This policy will be reviewed annually and amendments and changes will be made as appropriate.

Date updated: April 2020

Date for review: April 2021

Links to other policies

Asthma Policy

Health & Safety Policy

Risk Management Policy Confidentiality Policy; Outings & Transport Policy; Staffing Policy