



Administering Medication Policy

Teddy Bears Childcare has developed this policy, following consultation, to ensure that children with medical conditions may continue to attend our setting.

It complies fully with the government guidance.

- *Managing Medicines in Schools and Early Years Settings.*

This policy aims to clarify the roles and responsibilities of staff and parents regarding the management, storage and administration to children of prescribed medicines and drugs during the normal nursery day and on visits out of nursery.

Nursery Staff

In this nursery:

- Medications are only administered when it is essential, i.e. where it would be detrimental to a child's health if it was not done during the nursery day.
- A permission form must be signed by the responsible parent via our Famly app.
- Details of medicines prescribed, and those that are to be administered in nursery, are recorded in a child's individual healthcare plan.
- Members of staff who have accepted the responsibility for administering prescribed medicines are provided with appropriate training to ensure that they are competent, aware of any possible side effects and know what to do in the case of an emergency.
- Any person responsible for administering medicines to a named child must ensure they are aware of:
 - the details of the child's condition
 - any special requirements, eg dietary needs, pre-activity precautions
 - the likely side effects of the medicine
 - what constitutes an emergency
 - what action to take, and not take, in an emergency and whom to contact
- Medicines are only accepted by staff if they are in the container in which they were originally dispensed; they should also be properly labelled with the name of the child, dosage, frequency of administration and expiry date.
- Staff will never make changes to recommended dosages.
- Medicines are always stored in a secure place; controlled drugs are kept in a locked cabinet with access limited to authorised staff only; where medicines need to be refrigerated, they are kept in airtight and clearly labelled containers.

- Asthma inhalers and adrenaline injection auto-injector pens must be immediately available to a child in case of an asthmatic attack or an allergic reaction.
- A written and signed record is kept of every time a medicine is administered you will find this via the Famly app.
- If a child refuses to take a prescribed medicine, staff will never try to force them to do so; instead, they will make an appropriate note and ensure that parents are told about the refusal.
- At the end of a course of medication any surplus medicine, or the original empty container, is returned either to the parent or to the pharmacy that issued it.
- Where medicines have to be administered during educational visits or trips, trip coordinator ensure that trained members of staff are included in the party and that suitable arrangements are in place for medicines and the required medical support to be provided; special arrangements are made for the secure transport of the medicine and for appropriate facilities to be available at the location for the administration of the medicine.
- The manager provides training and additional advice and support for staff, no member of staff will administer medication or perform procedures such as insulin injections unless they have accessed appropriate training and are deemed competent.

Parents

The nursery will make clear to parents, either through the Famly app or some other form of written communication that prescribed medication and drugs will only be administered during the nursery day, or on nursery trips, if the following conditions are met.

- The responsible parent provides written permission for the nursery to administer prescription medicines to their child.
- The responsible parent gives the nursery sufficient information about the medical condition.
- The medicine is prescribed by a doctor, or some other person authorised to do so, such as a dentist, qualified nurse or pharmacist.
- The medicine is in its original container with the dosage instructions clearly displayed.

This policy was adopted by	Teddy Bears Childcare
Policy Created	231/05/2024
Last Reviewed	18/10/2024
Name and role of signatory	Leahna Welch (Deputy Manager)