



# Dunnottar Nursery

## Management of Medication Policy

### Policy Statement

We acknowledge that children in our care may have short/long term health conditions that require to be treated with medication while they are attending nursery. We have a duty of care to ensure that we are aware and knowledgeable about any health care needs of our children and that our staff team have the information and training that they require to recognise any associated symptoms and procedures for administering medication and maintaining the appropriate records.

*Health and Social Care Standards My Support, My life 2017, Scottish Government.* As part of being registered with the Care Inspectorate, we must comply with this document and illustrate the standards within our nursery.

- 1.15 My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices
- 1.19 My care and support meets my needs and is right for me
- 1.24 Any treatment or intervention that I experience is safe and effective
- 2.23 If I need help with medication, I am able to have as much control as possible

### Aims

We aim to work in partnership with our families to ensure that we are meeting the health care needs of our children. This starts with effective communication, collecting and recording relevant information that is reviewed on a regular basis. We may also be involving other health care professions depending on the nature of the health condition to advise or to provide staff training. By following our procedures, created from best practice guidance means that we can provide the required supervision and administration of medication to keep your child safe.

*Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision. (United Nations Conventions on the Rights of the Child - Article 3)*

## **Procedures**

During our induction process for new children joining our nursery, the parent/carer will be asked if their child has any medical conditions as part of completing their child's personal plan. We also inform the parent/carer that it is their responsibility to notify Nursery staff if their child develops any medical conditions e.g. allergies, asthma, diabetes, since starting nursery. We review our Personal Plans every six months and staff will routinely ask about any updates to their child's health during this conversation with the parent/carer.

### **\*If the EYLP is off, her responsibilities will be undertaken by Caroline Duncan (DHT)**

When a parent/carer informs Nursery staff of a medical condition that requires medication to be held in the Nursery the following procedures occur.

- Request for school to administer medication form is completed by the parent/carer and discussed with the EYLP, Mrs Sutherland. Who will then share this information with the rest of the Nursery team.
- Mrs Sutherland to be confident that the person completing the form has parental responsibility. If there is any doubt Mrs Sutherland will refer it to Caroline Duncan (DHT)
- Mrs Sutherland will ask the parent/carer if the child has been given the medication before. Staff will not administer the first dose of a new medication to a child in case of an adverse reaction. This would obviously not include emergency medication such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction.
- Mrs Sutherland will share the information contained on the *Request for Nursery To Administer Medication* form with the staff team to ensure that all staff know how to recognise any symptoms and how to administer the medication.
- If a child is accidentally given more than the prescribed dosage, the parent and/or emergency services will be contacted.
- If a child refuses to take medication or spits it out a staff member will contact the parent/carer. If the medication is lifesaving e.g., inhaler/epi-pen staff will administer the medication and the parent will be contacted immediately.
- The nursery can only accept medication in the original prescribed container/ box and with the information leaflet. This leaflet will be read by all staff. Mrs Sutherland will check that the medication is prescribed to the child and that it is in date.
- Mrs Sutherland maintain a recording system to inform the parent/carer of upcoming expiration dates to ensure that long term medication that is stored in nursery is replaced as required.
- Request for school to administer medication form and medication is stored in a box/wallet with the child's name, date of birth and photograph displayed on it.
- Medication is stored in the top kitchen cupboard next to the cooker, out of children's reach but accessible to staff.

- All medication is stored as per the associated instruction leaflet. If it requires to be refrigerated, it is kept in an airtight plastic box, labelled with the child's name, date of birth and photograph.
- A list of children with photographs who have medication in Nursery is located on the inside of the top cupboard door.
- Medication to be administered as per the details stated on *Request for School to Administer Medication* form.
- Medication given by staff will then be recorded on the child's medication record and the parent will be told at the end of the session unless Mrs Sutherland decided that a phone call would be more appropriate.
- Medication that has to be given on a 'when required' basis e.g. inhalers. The parent/carer of these children have been informed that it is their responsibility to inform a member of staff if their child has received medication before the start of session. This will then be recorded on the child's medication record (MED FORM 3) and signed by a staff member.
- Adaptors for inhalers like 'spacers' and any other dispensing items e.g. medicine spoons/oral syringes will be cleaned as described in the product information. These items are stored with the child's associated medication. Any special cleaning instructions for dispensing devices will be recorded on the *Request For Nursery To Administer Medication* form.
- Mrs Sutherland will check with the parent/carer that the medication is still required, is in date and that the dose has not changed every 28 days. The parent/carer will be required to sign for no updates and for any amendments to existing administration/dosage. Signing to confirm a change or no change to existing instructions.
- Medication will be returned to the parent/carer when a course of medication has ended, medication bottle empty or when it has expired. Parents/carers will sign a section within the *Request for Nursery To Administer Medication* form to indicate that the nursery has returned the medication to them.
- Mrs Sutherland is responsible for ensuring that medication is taken on outings and is then returned to the storage cupboard.
- If medication is accidentally administered to the wrong child, the parent/carer will be contacted immediately. If the parent/carer can't be reached Miss Duncan will contact the child's medical practice for advice.
- Mrs Sutherland will inform any supply staff about children who require medication, where the medication is stored, and how to access it. It is our intention that permanent staff who are known to the child will be administering medication.
- NHS Inform state children with a temperature in excess of 37.5 c has a fever and parents/carers called for to collect child immediately. (NHS Inform – Coronavirus Guidance).

In addition to the above, the following information is shared and discussed with the parent/carer to ensure the safety of the child.

It is the responsibility of the parent/carer to notify Nursery staff of any medication that has been administered to their child before the start of session. This includes medication that the nursery does not hold for the recorded medical condition e.g. if a child has asthma and the parent has administered paracetamol before attending nursery.

If a child has diabetes a '*School Management Plan for Pupils with Type 1 Diabetes*' will be required to be completed. These documents will be provided by the Nursery and it is the responsibility of the parent/carer to complete and return it. This will ensure that Nursery staff are working in partnership with home to manage these conditions. The parent/carer will be responsible for updating the medical protocol as needed or on an annual basis and informing Nursery staff of any updates.

If a child has asthma it is the responsibility of the parent/carer to provide the Nursery with a copy of the protocol that they receive from the Asthma Nurse.

### **Training**

Based on the individual health care requirements of the children in our care. The school nurse can advise and source relevant training to meet the needs of our nursery staff and children.

Mrs Sutherland discusses each child in detail with all staff to ensure that they have the knowledge of each medical condition that presents in nursery, when and how to administer medication and how to record the details after administration.

As part of the quality assurance processes Miss Duncan undertakes checks of medication storage/records.

Grampian Training Services Ltd – Emergency First Aid at Work – Emergency Paediatric

### **Policy Review**

This policy will be reviewed regularly and in response to accident, incident or change in National or Local policy or guidance.

Date of Issue- December 2020

Date of Review – December 2021

Policy Author – Caroline Duncan (DHT)

### **References**

Care Inspectorate, 2014, *Management of Medication in day care of children and childminding services*

Aberdeenshire Council, 2016, *Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments*

SCWIS, 2011, The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations

Care Inspectorate 2012: Amended April 2015, *Records that all registered care services (except childminding) must keep and guidance on notification reporting*

NHS Inform – Coronavirus Guidance September 2020

<https://www.nhsinform.scot/coronavirus>

