

Medication Procedure



*UNCRC Article 3: States 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.*

The following procedure has been written based on, *Management of medication in daycare of children and childminding services*, Care Inspectorate, 2014; *Health and Social Care Standards My support, my life* (regarding descriptive statements 1.24, 2.23, 3.18), Care Inspectorate, 2017; *Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments*, Aberdeenshire Council, October 2016.

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.

It is the responsibility of the parent/carer to notify nursery staff if their child has any allergies, medical conditions or require medication.

If a child has an allergy a *Community Child Health Protocol for Anaphylaxis due to food allergies* medical protocol will be required to be completed (Appendix 1) If a child has diabetes a *School Management Plan for Pupils with Type 1 Diabetes* (Appendix 2) 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.

Medication is stored in the bottom filing cabinet drawer located in the snack area. The cabinet is locked at end of day and is unlocked during session and supervised by the member of staff who is on snack. A list of children who have medication in nursery is in the middle drawer of this cabinet.

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

## Laurencekirk Nursery

- Request for school to administer medication form 1 is completed by the parent/carer and discussed with a staff member who will then share this information with the rest of the nursery team and has been approved by the Head Teacher. A copy is then sent home with parent/carer.
- Staff member to be confident that the person completing the form has parental responsibility. If there is any doubt the staff member will refer it to SLT.
- Staff member to ask 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.
- Medication will be in the original prescribed container and box. Staff member will check that the medication is prescribed to the child and that it is in date.
- Form 1 and medication to be stored in a plastic wallet that has the child's name, date of birth and photograph displayed on it. EYSP will ensure this is stored in line with medication guidance. If medication requires to be refrigerated, it is stored in a plastic box with the child's name, date of birth and photograph.
- Medication to be administered as per the details stated on form 1 and on label.
- Medication given by staff will then be recorded on the child's medication record as well as a witness and the parent will be asked to sign this form at end of session.
- Medication that must 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 and signed by the parent and staff member.
- Adaptors for inhalers like 'spacers' will be cleaned as described in the product information. A cleaning record for these adaptors is kept and stored in the middle drawer of the medical filling cabinet.
- If a child refuses to take medication a staff member will contact the parent/carer.
- If a child is accidentally given more than the prescribed dosage, the parent/carer and/or emergency services will be contacted.
- At the start of each term the EYSP will check with the parent/carer that the medication is still required, is in date and that the dose has not changed. The parent/carer will be required to sign for any amendments to existing administration/dosage. Signing to confirm a change or no change to existing instructions.

Updated February 2024

Review February 2025