



Medication Policy and Procedure

Section One: Responsibility

Apple Blossom Nursery ensures all practitioners understand their duty of care to the children in the event of an emergency.

All permanent practitioners are required to attend basic first aid training, this is updated every 3 years and are confident in knowing what to do in an emergency.

The named Senior Paediatric First Aiders are Caroline Daniel who are familiar with children's healthcare plans and are confident in knowing what to do in an emergency.

Apple Blossom Nursery Practitioners understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. For specific medical needs, sufficient training will be given to the practitioners who work closely with the children who have a particular need, as well as the named first aiders. However, it must be noted that practitioners are not health care professionals, and therefore are not insured to carry out invasive medical procedures.

- Administration of medication (General)
- Administration of rescue medication

Apple Blossom Nursery understands the importance of medication being taken as prescribed.

Aims

Apple Blossom Nursery aims to provide the following:

For children at Apple Blossom Nursery, with medical needs, to be given the opportunity to be included in all activities.

For parents and/or carers of children at Apple Blossom Nursery with medical needs, to feel secure in the care their young person receives at this nursery.

For all Apple Blossom Practitioners to feel confident in knowing what to do in an emergency.

For All Apple Blossom Nursery practitioners to know all children, who require medication and to be aware of the arrangements for a practitioner to assist them in the administration of their medication.

Apple Blossom Nursery Practitioners who have been appropriately trained carry out the administration of medication.

For Apple Blossom Nursery Practitioners to be aware of the common triggers that can make medical conditions worse or can bring on an emergency.

Section Two: Health and Safety

Health and Safety issues are described fully in the Apple Blossom Health and Safety Policy. It is the responsibility of every adult to report Health and Safety issues without delay to Caroline Daniel - Nursery Manager.

Apple Blossom Nursery uses Individual Healthcare Plans to inform appropriate Practitioners of children in their care who require regular medication and who may require emergency help.

Apple Blossom Nursery has clear guidance on the storage of medication; emergency medication is readily available to Practitioners, and the child if appropriate, both in nursery and off site. Where this medication is a controlled drug it is kept in a locked box with the keypad available to appropriate practitioners.

Practitioners ensure that medication is only accessible to those for whom it is prescribed; the trained first aider will ask a third party to check the child's name against the name on the medication and each dose of medication given is signed off in the record book, stored with the medication.

All medication is supplied and stored in its original container, labelled with the child's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. Only medication that has been prescribed by the child's GP will be administered to that child.

A named first aider, will double check expiry dates on medication, and will inform parents/ carers that their child's medication is due to expire, in time for them to replace it.

It is the parents/carers responsibility to ensure new and in date medication is sent into the nursery when required.

Individual Healthcare Plans are drawn up by a Health Care professional and are regularly reviewed and updated with parents/carers.

Parents and carers of children at Apple Blossom Nursery are asked about the healthcare needs of their children at the beginning of the placement and six-monthly periods thereafter. They are also asked to give their permission for medication to be administered

Aims

To promote awareness of the need for a Medicines in Apple Blossom Nursery Policy.

To raise awareness of the responsibilities of Apple Blossom Nursery Practitioners volunteering to administer medication to children.

To identify a safe system of care for the administration of medication within the Apple Blossom Nursery environment.

To identify a safe system of care for the storage of medication.

To enable Apple Blossom Nursery Practitioners to make an informed choice regarding their agreement to administer medication to children.

Introduction

Refer to **Supporting Children In Nursery with Medical Needs Policy**. This document has formalised medical care in schools, which serves to protect both Apple Blossom Nursery and Apple Blossom Nursery Practitioners.

All routine medical health care is carried out by Apple Blossom Nursery Practitioners on a voluntary basis with the advice of a medical professional. However, in an emergency, Apple Blossom Nursery Practitioners act in loco parentis.

Apple Blossom Nursery Practitioners have a duty **to do their best, in the best interest of the child.**

Local Authority (LA) insurance will cover Apple Blossom Nursery Practitioners to carry out the administration of medicines /basic healthcare providing; however, this does not cover invasive medical procedures/healthcare that would need to be carried out by a medical health care professional:

There is written parental consent (Individual Health Care Plan) and this must be renewed at least annually;

A Health and Safety risk assessment has been completed;

Apple Blossom Nursery Practitioners have received formal training by a health professional.

General Considerations

Parents/carers have prime responsibility for their children's health.

Apple Blossom Nursery Practitioners have no legal duty to administer medication, they must agree to do so on a voluntary basis. This must be written into their job description.

Apple Blossom Nursery Practitioners who volunteer for this extended role should receive appropriate training and guidance; this must include information about the specific drugs and potential side effects.

Medication should never be given without the specific written consent of the parent /carer.

Very few medicines need to be taken routinely during the nursery session; they should only be taken into nursery when there is no appropriate alternative arrangement.

In some instances, it may be necessary for Apple Blossom Nursery children to have access to emergency medication at Apple Blossom Nursery.

Delivery of Medicines to Apple Blossom Nursery

Medication should be delivered to Apple Blossom Nursery by a parent/carer or via an agreed hand over process from parent to escort and escort to hand over personally to a designated practitioner.

Large volumes of medication should not be accepted. Depending on the type of drug, it is advisable to accept delivery on a weekly or half termly basis.

Storage

Medicines **MUST** be stored in the original container and be clearly labelled with the contents, child's name, dosage and/or other instructions.

The receiving practitioner should check the information and expiry date of the medication.

Medicines should be stored according to Apple Blossom Nursery Health and Safety Policy, usually in a locked cupboard. However, some medications will need to be easily accessed; therefore, a locked cupboard is not always recommended.

Medicines requiring refrigeration should be placed in a suitable additional container e.g. a plastic box and clearly marked **MEDICINES**. Access to a fridge containing medicines should be restricted.

Apple Blossom Nursery Practitioners should not transfer medicines from their original containers.

Disposal of Medicines

Apple Blossom Nursery Practitioners should not dispose of medicines. Parents and/or carers should collect any unused medication held in Apple Blossom Nursery at the end of each term. Parents /or carers are responsible for the disposal of expired medicines.

Record Keeping

A formal method of recording the administration of medication must be agreed. This should include the date, time and dosage. All medications must be signed out and signed back in.

Refusal of Medication

Apple Blossom Nursery children should not be forced to take any medication. However, it must be recorded, and parents/carers informed if medication is refused.

Hygiene / Infection Control

All, Apple Blossom Nursery Practitioners should be familiar with the routine precautions for avoiding cross infection. Basic hygiene procedures must be followed prior to the administration of any medication.

Individual Health Care Plans

Individual Health Care Plans are devised for children with specific medical health needs and/or who require medication.

What to do if Medication Goes Missing

Apple Blossom Nursery has robust systems in place for logging medication(s) in and out to mitigate the risk of medication(s) going missing/ being misplaced or lost. However, we also recognise that there could be a situation where medication could get lost/ go missing if the systems and processes in place were not followed correctly. It is therefore crucial that the following process be adhered to in the event where medication is lost or missing.

Report the missing medication immediately to the Nursery Manager

Follow the instructions given by the Nursery Manager, Check who last signed out the medication in the first instance. When it was signed out and where (off-site activity).

Check who was the last person in charge of looking after the medication whilst on / off-site.

***This should be whoever signed the medication out as by signing it out they are accountable and take full responsibility for the medication.**

Check the nursery area, children's bags/practitioner bags etc.

Check other rooms in the building.

If medication cannot be found, parents/carers must be informed.

The police must also be informed where controlled drugs go missing.

Please see the following publications:

<http://www.drugwise.org.uk/wpcontent/uploads/ritalinbriefing.pdf>

<https://www.gov.uk/government/publications/controlled-drugs-list—2/list-of-mostcommonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugslegislation>

The nursery will carry out a thorough investigation and will share lessons learned. Processes will also be reviewed, and practitioners involved will attend additional training around the safe storage of medication in settings.