



## **Administration of Medication Procedures**

We recognise that it is sometimes necessary for children to be given medication during nursery hours. As a result, we have developed this policy for the administration of medicines to children.

- ❖ Oral medication can only be given to children if it has been prescribed by a GP/Pharmacy.
- ❖ Barrier creams can be applied if prescribed or purchased at the chemist/pharmacy.
- ❖ The centre must be informed and agree, prior to a parent signing for medication to be given.
- ❖ Parents must complete a Short/Long term medication form (whichever is applicable) stating the correct time that the medicine was last given and a specific time for the next dose to be administered. Parents must state when medication was first administered and fill out all areas of forms relating to the information of medication which their child will receive.
- ❖ Medicine will be given by a member of staff, and will be witnessed by another member of staff. Before giving the child the medicine, both staff members will check that it is within its “use by” date, and has been prescribed for the child to whom it is to be given and the correct dosage is given.
- ❖ If, for any reason, the medication was not given it must be recorded as “not given” and signed.
- ❖ The centre will ensure that parents sign to acknowledge medication has been given.
- ❖ Administration of medicine consent forms must NOT be in view in the playrooms as the details contained therein are confidential.
- ❖ Staff must ensure that the medication is passed to the parent /carer and that the parent/carer is aware of time of administration by signing the appropriate form.
- ❖ When administering liquid medication, care should be taken to ensure that no liquid is poured over the label to avoid any damage to the instructions for dosage.
- ❖ Long term medication forms will be reviewed every 3 months by the Keyworkers and parents, ensuring medication is still required and that medication stored in the centre is within date and any medication about to become out of date will be advised to the parent/carer with a request for a replacement to be ordered. Staff will leave note of this information on the medical chronology form.



- ❖ Any medications handed in to centre will be stored safely out of reach of children, and where appropriate, in a fridge (located in Head of Centres office). Checks should be made regularly for any out of date medication held for children on long term medication eg inhalers, epi-pens etc. Checks will be made monthly and any medication about to become out of date will be advised to the parent/carer with a request for a replacement to be ordered.
  
- ❖ Liquid medication **MUST** be administered using a measuring spoon or syringe.

Health and Social Care Standards  
SSSC – Administration of Medicines Guidelines  
BtA – 2.1 2.2  
HGIOEC – 2.1

Signed .....**J.Brady**.....

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