

# Fledglings Day Nursery Medication Procedures

## Long-term medical needs or Emergency Medication Procedure

If a child is identified as having a long-term medical need or requires emergency medication (for emergency fever relief, see separate policy),

### **The Manager will:**

- Organise a meeting with parent/carers to discuss the issues involved and clarify the documentation that needs to be completed before the child can attend the scheme.
- For emergency medication, request that parent/carers complete a Health Care Plan which is signed by the GP /prescribing specialist or liaise with the child's school to use their Care Plan as appropriate.
- For long-term medication, the Manager will ensure a consent form is completed.
- Consider if an individual risk assessment is necessary for the child.
- Liaise with the staff team and ascertain who would volunteer to administer the medication.

### **The Manager will:**

- Check liability with their Insurer and support staff to follow through on any requirements from the Insurer.
- Read and sign Health Care Plan when in agreement.
- Support staff to access appropriate training if a need is identified.
- Make a final decision about whether it is appropriate for the child to attend.

### **For emergency medication, the Manager will also:**

- Ensure the Health Care Plan is signed by prescribing specialist/GP, parent and Chair of Management Committee when received.
- Ensure the child is aware of and in agreement with their Care Plan in a manner appropriate to their age and stage of development.
- Consider a general awareness raising session with all the children about the medical issue as appropriate.
- Ensure staff are aware of their roles in terms of moving other children away and preserving the privacy and dignity of the child in an emergency as much as possible.
- Consider support given to other children witnessing the event.
- Provide an opportunity for staff to debrief after the event.
- Work with the staff team on an ongoing basis to ensure they are aware of Health Care Plans and confident of their roles.
- Identify training for themselves and staff team as deemed necessary. Training could be in the form of relevant books, videos and accessing external training. If administration requires technical/medical knowledge then training must be accessed from Qualified Health Professional for the team.

## **Administration of Medication Procedure**

### **Arrival**

When a child arrives with medication, the Manager will:

- Ensure any medication supplied is in its original container as dispensed by a pharmacist.
- Check the prescription label states :
  - Child's Name
  - Name of medication and strength
  - Dose and time to be administered.
- Check the expiry or dispensing date on the bottle or foil
- Store medication in a locked box or locked cupboard; store controlled drugs in a non-portable locked box.
- Check consent form is completed and signed by parent/carers..
- Set alarm if dose is to be administered at a specific time.
- If medication is for emergency use, check that the health care plan is signed.
- Check with parents/carer when medication was last administered as necessary.

The Manager needs to know what the medication is for and any possible side effects.

### **Administration**

As agreed with the Manager or any staff members who have volunteered to may administer prescribed medication with appropriate training.

Once removed from the locked box, designated staff will administer immediately and not leave medication unattended.

Designated staff will recheck on administration that it is the:

- right child
- right medication
- right route
- right strength
- right dose and time
- in date

### **Designated staff will :**

- Follow any Care Plans relating to the child and medication.
- Arrange a 2<sup>nd</sup> person to confirm the identity of the child and witness administration if possible (a witness must observe the whole process from start to end).
- Administer medication in an appropriate/confidential room if possible and ascertain the child's wishes about where to take medication.
- Complete and sign Administration of Medication Record. The witness is to sign also.
- Record if a child declines to take medication and if there is a known reason for this. Contact parent/carers and health professionals that day if this refusal constitutes an emergency.

### **Departure**

Staff to:

- Confirm dose and time taken to parents.

- Inform parents of any concerns, observed side effects and if child declined to take medication.
- Ensure parents sign the Administration of Medication Record.
- Hand medication/container back to parents.

## **Useful Contacts**

### **Anaphylactic Shock**

The Anaphylaxis Campaign

Helpline: 01252 542029

Email: [info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)

Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

### **Asthma**

Asthma UK

Helpline: 0300 222 5800

Open 9am-5pm Monday to Friday

Email: [info@asthma.org.uk](mailto:info@asthma.org.uk)

Website : [www.asthma.org.uk](http://www.asthma.org.uk)

### **Diabetes**

Diabetes UK

Helpline: 0345 123 2399

Open Monday to Friday, 9am–7pm.

Email: [helpline@diabetes.org.uk](mailto:helpline@diabetes.org.uk)

Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

### **Epilepsy**

Epilepsy Action

Helpline : 0808 8005050

Open 8.30am-5.30pm Monday to Friday.

Email: [helpline@epilepsy.org.uk](mailto:helpline@epilepsy.org.uk)

Website : [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

### **NHS Non-Emergency phonenumber**

Helpline: 111

Available 24 hours a day, 365 days a year.

Website: <http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

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