

Crossroad Nursery Medication Policy

Crossroads Nursery aims to be an inclusive nursery, meet the needs of and provide equal opportunities for all pupils. Parent's cultural and religious views will always be respected.

At Crossroads Nursery we adhere to:

- Aberdeenshire Councils 'Supporting Child and Young People with Health Care Needs and Managing Medicines in Educational Establishments'
- Care Inspectorate, 2014 - "Management of Medication in day care of children and childminding services"
- 'Health and Social Care Standards' 2017:
 - 1.15 My Medication Care Plan is right for me because it sets out how my needs will be met, as well as my wishes and choices. Care Plans are stored in the children's key worker folder and within the medication folder in the medical cabinet.
 - 1.19 My care and support meet my needs and is right for me.
 - 1.24 Any treatment or intervention that I experience is safe and effective.
- 'The United Nations Convention on the Rights of the Child (UNCRC)1989':
 - Article24: You have the right to the best health possible and to medical care and information

During their sessions at Crossroads Nursery children may require medication. This could be short term medication to treat specific conditions such as finishing a course of antibiotics. Children may require medication on a long-term basis for medical conditions such as asthma or medication for emergency treatment such as epi-pens and/or antihistamine for allergies. Only prescribed medications will be administered by staff.

It is expected that ALL nursery staff will have completed their First Aid training and have a responsibility to ensure this is kept up to date. Additional training will be offered when required.

- Parents must complete and sign the 'Aberdeenshire Permission to Administer Medication Form' (Med form 6), discuss procedures needed with staff, including the timings at which staff should administer medication, the dosage and length of time the medication is required for.
- Parents must complete an 'Individual Pupil Protocol' (Med form 7).
- All medication must be in its original container with the prescribed label stating the child's name, dispense date and expiry date along with medication instructions.
- Medication forms/Care plans will be reviewed monthly unless there are changes to a child's medical condition.
- The nursery will not administer the first-ever dose of any medications, this must be done by a parent/carer in case of an adverse reaction. All first doses must have been administered over 24 hours to ensure not adverse reaction occurs.
- Medication will be kept in a high cupboard in the kitchen and is marked as the First Aid cupboard. Medication that is required to be kept refrigerated will be kept in the nursery fridge.
- Ongoing medication will be stored in an individual plastic container with the child's name, picture and date of birth within the medication cabinet.

- Medication in the fridge will be stored in a clearly labelled plastic lidded container. The fridge should always be kept between 2-8c.
- Administering medications will be time limited depending on the condition.
- If prescribed, Schedule 2 controlled drugs e.g. Ritalin, will be kept in the locked filing cabinet in the staff area, which can only be accessed by staff.
- All medications will be signed in and out of nursery by the parent and staff as required. The sign in and out sheet will be kept in the medication folder.
- In the case of a Fire or any case of emergency the medication must be taken with a designated staff member, if at all possible. Medication will be transferred to a large bag kept within the medication cupboard for ease of transportation.
- Staff will identify where a medical risk assessment is required and complete a risk assessment to ensure staff can provide and maintain the level of care required.
- All staff have a responsibility to ensure correct medication procedures are followed. The EYLP has overall responsibility to ensure management and administration of medication is carried out. This will be frequently monitored by the EYSP.
- Once a month the EYLP will record that medication is in date and is still required. If no longer required medication will be sent home.

Short Term Medication

- Short term medication is only for a day's use and will be signed in and signed out each day until no longer required. Medication forms should be completed when the medication is administered, and parent/carer should sign this form when the medication is sent home. Short term medication should be signed in and out every day.
- If a child spits out or refused the medication, this information will be shared with parents at the end of the session.
- Once the medication has been signed out of the building, the child's medication records will be stored in the medication cupboard until the course of medication is finished.
- Once the short-term medication course is finished, the child's medical records will be stored in their PPR.

Long Term/Emergency Medication

- Long term medication is any medication required on a regular basis and will be kept on site.
- Children that require ongoing medication will have an Individual Pupil Protocol to detail signs and symptoms of medication being required. The plan will be created by the parent/carers and where required other professionals.
- For any ongoing medication that have a maximum dose within 24hrs, parent/carers will be required to fill in the record of medication form at drop of time. This will inform staff of when the child had their last dose of medication to ensure we do not exceed the maximum dose.
- If a child spits out or refused the medication, this information will be shared with parents at the end of the session.

ADMINISTRATION OF MEDICATION

- Staff members should consult the child's Individual Pupil Protocol before administering medication.
- Where possible staff should take the child to a quiet area within the room to administer medication.
- Two members should be present when medication is being administered. One to administer and the other to witness.
- The staff member should follow the instructions given on the prescribed label and medication form.

- Once medication has been administered both members of staff will complete the medication forms.
- Medication will be returned to the medication box/bag and stored away in the appropriate location.
- Parent/carers will receive feedback about any medication administered to their child during the day and will sign to confirm they have been given this information on the administration sheet.
- If a child spits out or refused the medication, this information will be shared with parents at the end of the session.
- Any short-term medication will be given back to parent and signed out of the medication sheet.

EMERGENCY PROCEDURE

In the case of the wrong child receiving medication, a child having a reaction to medication or the wrong dose administered **staff will follow the emergency procedures below.**

- Practitioners to call relevant medical professionals (Dial 999 or call NHS 24 on 111 for advice depending on the severity).
- Parent/carers should be contacted and informed about any advice given by medical professionals.
- If required parent/carers will be asked to collect their child.
- If the child is required to seek urgent medical treatment a member of staff will accompany them until their parent/carer arrives.
- The incident would be reported to the Care Inspectorate and an incident record placed in their file.