



## Kinellar Nursery



### **Medication Policy**

The following policy has been written based on the current guidance published by the Care Inspectorate *Management of medication in daycare of children and childminding services 2014*

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, asthma and/or diabetes.

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 a locked cupboard located in Room 1. The cupboard is locked all day and is labelled "Care Plan Folder in Cupboard"

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

- 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.
- 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 SMT.
- Care Plan information to be completed. Copy for Parent/copy for care Plan to be stored in locked cupboard in room 1.

- Photo of child on Care Plan information and storage box of medicine and administering medication form.
- 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 and staff will check name of child on medication Care Plan Information.
- Medication to be stored in a plastic box that has the child's name, date of birth and photograph displayed on it.
- Medication to be administered as per the details stated on Administering medication and Care Plan Forms.
- Medication given by staff will then be recorded on the child's medication record and the parent will be asked to sign this form at end of session.
- 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.
- At the start of each term a Staff member 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.