** H**appiness **– A**chievement – **N**urture **- K**indness

**Medication Policy**

**Kinellar Nursery**

At Kinellar Nursery we adhere to Aberdeenshire Councils, "Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments 2016”, “The Care Inspectorate Management Of Medication in Day Care of Children and Childminding Services 2014” and “Health and Social Care Standards 2017.”

*1.15 My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices*.

*1.19 My care and support meet’s 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: (Health and health services): Children have the right.... to the best health possible and to medical care and information*.

During children’s sessions at Kinellar Nursery they may need to take medication. This could be short term medication such as finishing a dosage of antibiotics or long term medication such as an inhaler for Asthma. Emergency medication such as an epi-pen for allergies etc. Only prescribed medication will be administered by staff.

* It is important that at the child’s induction the parent/carer discusses any medical requirements with the EYLP/EYSP. This is so that we can gather all the relevant information about the child’s medical condition and fill out a Medical Care Plan along with the parent. If appropriate Medical Care Plans or Allergy Action Plans may be written by medical professionals.
* If a child has a condition that requires medication to stay at Nursery then it is important that the parent provides us with the medication before their child starts at the setting. The medication must be in its original packaging with the prescription label clearly visible, displaying the child’s name, date it has been dispensed and expiry date along with the medication instructions.
* Kinellar Nursery staff will not administer any unprescribed medication to children.
* Children must not attend if they have been receiving Calpol/paracetamol for more than three days. As per instructions on the bottle, parents should seek medical advice in this instance.
* Children must remain at home within the first 24 hours after receiving the first dose of prescribed medication to ensure they do not have an adverse reaction to the medication.
* Ongoing medication must be stored in a high cupboard in the kitchen area. The medication will be stored in an individual lidded container with the child’s name clearly labelled, picture and date of birth. The cupboard is clearly labelled “First Aid/Care Plans.”
* Medication in the fridge will be stored in a clearly labelled plastic lidded container. The fridge should always be kept between 2-8c.
* If the medication is to go home at the end of the child’s session then they will be signed in/out by the parent and staff member at drop off/pick up time.
* In the case of a Fire or any case of emergency the medication must be taken with a designated staff member. This would also be the case when going on an outing/trip.
* 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 a nominated member of staff will record that medication is in date and is still required. If no longer required medication will be sent home.
* **Care Plans are reviewed and signed by parents at least every 3 months or where changes occur.**
* EYSP to audit and review storage, administration of medicine, training and relevant record keeping termly.

**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 by staff. Short term medication should be signed in and out every day.
* Once the medication has been signed out of the building, the child’s medication records should be filed away.

**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 a Medical Care Plan to detail signs and symptoms of medication being required. The plan will be created by the parent/carers and where required other professional.
* 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.

**ADMINISTRATION OF MEDICATION**

* Staff members should consult the child’s Medical Care Plan before administering.
* 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.
* 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 to 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.

**Who Is Responsible In An Emergency?**

* All staff have a duty of care and need to follow the relevant procedures in the case of an emergency.
* EYSP to be informed if an Emergency occurs and the Head Teacher when safe to do so.

Appendix 1

Care Inspectorate, 2014, “Management of Medication in day care of children and childminding services”

<http://hub.careinspectorate.com/media/189567/childrens-service-medication-guidance.pdf>

Appendix 2

Aberdeenshire Council, 2016, " Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments”

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Supporting-Children-Managing-Medicines-Educational-Establishments.pdf>

Appendix 3

SCWIS, 2011,“The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations”

<http://www.legislation.gov.uk/ssi/2011/210/made>

Appendix 4

Care Inspectorate 2012: Amended April 2015, “Records that all registered care services

(except childminding) must keep and guidance on notification reporting”

<https://hub.careinspectorate.com/media/380222/notifying-the-care-inspectorate-ci-.pdf>

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