

Papdale Primary Nursery

Policy and Procedures for the Administration of Medicine

(updated November 2015 - IG)

The following procedures have been written in line with the OIC Policy on the Administration of Medicines in Schools and with the Care Inspectorates National Care Standards and Guidance.

- Any medical or health issues noted by parents on enrolment forms are recorded on the school information system (SEEMIS) and a summary printout for each Key Group given to the Key Workers and the Nursery Teacher.
- Key Workers also receive a copy of the enrolment form for each child.
- All Nursery staff are made aware, by the Nursery Teacher, of which children in the setting require medication or have any other health issues which require monitoring or action to be taken (see above note about SEEMIS summary record of children's health needs).

Some children have a Medical Protocol for specific medical conditions. This outlines the symptoms to look for and the action to be taken in the event of an occurrence of the medical condition. An incident occurring as a result of this medical condition would be recorded in the Nursery Accident /Illness record. It would also be recorded in the school Accident/Incident book **only** if the condition escalated to a point where additional professional assistance was needed (i.e doctor, hospital etc) or a supplementary injury/ incident occurred while being treated for the condition. (See also Procedures for the Recording of Accidents or Illness.)

- If parents request any medication to be administered while their child is in Nursery they are given a Medical Administration form to complete by the school office or Nursery Teacher. This form includes detailed information about the medicine, the procedures, symptoms/reasons for administering the medicine.
- The completed and signed form is returned to school with the medicine.
- A plastic wallet with the child's name, photo and date of birth is prepared to hold the child's medicine.
- The form is put in the child's medical wallet containing their medicine and a copy filed in the Nursery Medical Records folder.
- A second form (Medical Record) is completed by the Key Worker to record each time the medicine is administered. This includes detailed information of the medicine, dose and procedures and allows space for the Key Worker/person administering the medicine to record details when administering the medicine.
- Nursery staff should not administer the first dose of any medicine, this should always be done by parents to ensure there is no adverse reaction to the medicine.
- The Key Worker (or another member of staff) who has administered the medicine signs each record to confirm that they have administered the medicine as stated.

- If a child is collected by a carer, or is moving on to another child-care setting, the adult collecting the child will sign the record to acknowledge relevant information regarding a child's medicine is passed on eg. if the child has taken an inhaler or if they have been given paracetamol.
- The medical wallets are kept in a large box with a lid and stored on a shelf accessible to adults but not to children.
- If necessary some medicines will be kept in a labelled container in the fridge or a locked box (according to policy).
- If the children go on a trip or visit away from the Nursery, staff will take the children's medical wallets in order to administer medicine as necessary. A First Aid kit is also taken on every trip outwith the Nursery.
- All new staff are given induction by SMT/LA personnel, to familiarise them with these procedures, prior to beginning a post in the Nursery to ensure they are aware of their responsibilities in regard to the administration of medicines. If a parent asks for medicine to be administered staff must follow these guidelines and ask for advice, clarification or support if required.
- Students will never be required to administer medicine and should not be asked to do so. They should however, be made familiar with the procedures as part of their studies and their developing awareness of good practice in the Nursery.
- A copy of these procedures is included in the Medical Records folder and in the Nursery Policy and Procedures folder and is available to all staff. It is also accessible to staff and parents via the school website.

The Medical Records folder is locked away overnight.