



Medication Policy

1. Purpose

The purpose of this Medication Policy is to ensure the safe administration, storage, and management of medications for children in our care. Our goal is to protect the health and well-being of children while ensuring that staff administer medications correctly, responsibly, and in line with legal and medical requirements.

2. Scope

This policy applies to all staff, parents/guardians, and children attending The Kids Village nursery. It covers the procedures for administering both prescription and non-prescription medications, emergency medications, and guidelines for managing children with medical conditions.

3. Principles

- Medication will only be administered to children with written consent from a parent/guardian and, in the case of prescription medication, under the guidance of a healthcare professional.
- Staff will follow strict procedures to ensure the correct administration of medications, maintaining the child's safety at all times.
- Parents/guardians are responsible for providing accurate, up-to-date medical information about their child.

4. Roles and Responsibilities

- **Management:** Responsible for ensuring that all staff receive appropriate training on medication administration and that proper storage facilities are available.
- **Staff:** Responsible for administering medication according to this policy, maintaining records, and ensuring medication is stored securely.
- **Parents/Guardians:** Must provide written consent, clear instructions, and any necessary medications in their original containers. They must inform staff of any changes to a child's medical needs or medications.

5. Guidelines for Administering Medications

1. Written Consent:

- Parents/guardians must complete a **Medication Consent Form** before any medication is administered.
- The form should include the child's name, the name of the medication, dosage, time to be administered, reason for medication, and any special instructions.

2. Prescription Medications:

- All prescription medications must be provided in their original containers with clear labels from the pharmacy, showing the child's name, medication name, dosage, expiration date, and prescribing doctor's instructions.
- Prescription medications will only be administered as per the doctor's instructions.

3. **Non-Prescription Medications:**

- Non-prescription (over-the-counter) medications, such as pain relievers or allergy medications, will only be administered with written consent from a parent/guardian.
- The dosage must align with the instructions on the packaging or a healthcare professional's recommendation.

4. **Emergency Medications:**

- For children with chronic conditions such as asthma, severe allergies, or epilepsy, parents must provide a **Care Plan** from a healthcare provider outlining emergency procedures.
- Medications like inhalers, EpiPens, or anti-seizure medication will be kept readily accessible and administered as necessary in case of an emergency.

5. **Staff Training:**

- Only trained staff members will be allowed to administer medications. They will receive specific training for administering emergency medications (e.g., EpiPens or inhalers).
- If necessary, parents or healthcare professionals may be invited to provide specific training for managing individual children's needs.

6. **Self-Administration:**

- In cases where children are of appropriate age and have been prescribed medication for self-administration (e.g., inhalers), this must be noted in the child's **Care Plan** and approved by both the parent/guardian and the nursery.
- Staff will monitor self-administration to ensure safety.

6. **Storage of Medications**

1. **Secure Storage:**

- All medications must be stored in a locked, designated medication cabinet or refrigerator (if refrigeration is required).
- Medications must be kept in their original containers with clear labels.
- Emergency medications (such as EpiPens or inhalers) will be stored in an easily accessible location, but out of reach of children.

2. **Medication Expiry and Disposal:**

- Medications must not be used past their expiration date.

- Expired or unused medications will be returned to the parent/guardian for proper disposal.

7. Administration Procedures

1. Before Administration:

- Verify the child's name, medication, dosage, and time against the Medication Consent Form.
- Wash hands and ensure a clean environment for administering the medication.

2. During Administration:

- Administer the medication exactly as prescribed or per the parent's/guardian's written instructions.
- Ensure the child takes the medication completely (e.g., finishes a liquid dose or swallows a pill).

3. After Administration:

- Record the date, time, dosage, and the name of the staff member who administered the medication in the **Medication Log**.
- Notify the parent/guardian if there are any issues with administering the medication (e.g., the child refused to take it or spat it out).

4. Missed or Incorrect Dosage:

- If a dose is missed or administered incorrectly, parents/guardians must be notified immediately.
- Depending on the situation, the center may contact the child's healthcare provider for advice on further action.

8. Record Keeping

- A **Medication Log** will be maintained for each child, recording all medications administered, including date, time, dosage, and the name of the administering staff.
- A copy of the **Medication Consent Form** and any Care Plans will be kept in the child's file for reference.
- All records related to medication will be stored securely and treated confidentially.

9. Medical Conditions and Care Plans

For children with ongoing medical conditions (e.g., asthma, diabetes, severe allergies), a detailed **Care Plan** must be provided by the parent/guardian, in consultation with the child's healthcare provider. The Care Plan should include:

- Description of the medical condition
- Specific instructions for day-to-day management, including medication administration
- Emergency procedures, if applicable

- Contact details for the child's healthcare provider

10. Exclusion for Contagious Illness

Children who require medication due to contagious illnesses (e.g., flu, chickenpox) may need to be excluded from the nursery, depending on the severity of the illness and in line with the **Infection Control Policy**. Parents must follow exclusion guidelines, and children may only return to the nursery once they are symptom-free or have a doctor's note indicating they are fit to attend.

11. Emergency Procedures

- If a child has a severe allergic reaction, asthma attack, or any other medical emergency, staff will follow the child's Care Plan and administer emergency medication (e.g., EpiPen, inhaler) if necessary.
- Emergency services (999 or 112) will be called if the situation requires urgent medical attention.
- Parents/guardians will be contacted immediately after emergency medication is administered.

12. Review of Medication Policy

- This Medication Policy will be reviewed annually or whenever there are significant changes in healthcare guidelines or regulations.
- Parents and staff will be informed of any updates or changes to the policy.

Approval and Date:

This Medication Policy was approved by the Director, Megan Rankin on 16/03/2025 and will be reviewed annually.