The Nest
CARE & HOLIDAY CLUB

MEDICINES ADMINISTRATION POLICY

Purpose

To ensure the health, safety, and well-being of all children by establishing clear procedures for administering medication. This policy follows the guidance provided by the Department for Education in the UK and aims to support children with medical needs in a safe and consistent manner.

Scope of the Policy

This policy applies to all staff, parents, and carers of children enrolled at the Nest who require medication during their time at the setting.

Responsibilities

- **Parents/Carers**: Responsible for providing the medication in its original container, labelled with the child's name, dosage, and administration instructions. They must complete a medication consent form before any medication is administered.
- **Staff**: Designated staff members, usually those with first-aid training, are responsible for administering medication in accordance with this policy and recording each administration accurately.

Types of Medication Accepted

Only prescribed medications that are essential to a child's health and that cannot be administered at home will be given during Nest hours. Non-prescription medications, including paracetamol or ibuprofen, will not be administered.

Consent and Documentation

- A **Medication Consent Form** must be completed by the parent/carer. This includes information on the medication's name, dosage, timing, and any possible side effects.
- Parents must provide written instructions from a healthcare provider if special considerations are required.

Storage of Medication

- Medication will be stored securely, out of children's reach, and according to any specific storage instructions (e.g., refrigeration).
- Each child's medication is stored separately and labelled with their full name.

Administration of Medication

- Only trained staff members will administer medication.

- Two staff members must be present during administration: one to administer and one to witness.
- The medication should only be given to the child whose name is on the label, following the exact dosage and timing as instructed.
- Staff should check for any potential signs of an allergic reaction and follow the emergency protocol if needed.

Record Keeping

- Staff must document each administration of medication on the medication form, including the date, time, dosage, and any observations.
- A copy of the MAR will be provided to parents at the end of each day.

Emergency Medication

- Emergency medications, such as EpiPens or inhalers, should be clearly labelled and easily accessible to staff but kept out of children's reach.
- Staff will be trained to administer emergency medications, and emergency protocols will be practiced regularly.

Refusal of Medication

- If a child refuses medication, staff should not force administration. The refusal will be documented, and the parents will be informed immediately.

Staff Training

All staff members involved in medication administration will receive regular training on this policy, including specific training on any emergency medications used in the setting.

This policy was adopted on 1st November 2014 & reviewed in September 2024.

Signed on behalf of The Nest _____

Date Signed: _____

Date to be reviewed: _____