

Medication Administration Policy and Procedure

"Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date." Page 25 of the Statutory Framework for the EYFS 2014 (3.45)

Objective: Learning Ladder Nursery maintains a strict Illness and Infection policy to prevent the spread of infections at the Nursery. Sick children need to be at home as sick children are best cared for at home where they are most comfortable and well rested.

Policy: To ensure that unessential medication is not brought into nursery and sick children requiring medication are kept at home where they are best cared for.

Procedure: To uphold the policy, we must ensure the following: Medical section of the registration form must be completed at the time of enrollment

- Medication can only be handed over to the Nursery Nurse and should be clearly marked with the child's name and instructions. Medication authorization form must be signed by the parent prior to medicines being administered
- The Nursery will only accept medication that has been prescribed by a doctor. Written instructions by the doctor need to be provided
- Unessential medication such as vitamins should not be brought into the nursery and should be given to the child at home either before coming to nursery or after collection from nursery
- Medication such as antibiotics, cough and/or cold suppressants, ear drops, and eye drops are not to be given to children while at nursery
- Medication such as Panadol, Paracetamol, or Adol may be administered by the Nurse but with written permission in the medical section of the registration form. Nurse must contact parents before administering pain/fever reliever
- Medications must be stored in their original pharmacy or manufacturer labeled container
- Medication to be administered by the nurse only in the Nursery Clinic and not in any other area
- Nurse must adhere to recommended dosage of pain or fever reliever
- Parents must inform Nurse of details of medicine last administered including time and dosage
- The Nurse must maintain a written record of the medication administered detailing:
 - Name of Child:
 - Date:
 - Name of Medication:
 - Dosage:
 - Time medication administered:
 - Medical condition:
 - Signature of Nurse:
 - Signature of Parent:
- Conditions such as Asthma should be listed in the Medical Section of the Registration form and medicine authorization form to be filled and signed before Nurse is handed over any inhalers or medication for Asthma. Long term plan must be devised between the parents and the Nursery Nurse to deal with children with long term medical conditions
- Medical Log containing all medical authorization forms must be maintained by the nurse

