

Compliance action taken for childcare provision

EY476190/C279291

Date: 06/04/2016

Summary of outcome

On 15 March 2016 we received information from another agency which raised concerns about the administration of prescribed medication to children. We also received notification from the provider on 23 March 2016, about a child being administered medication at the incorrect time while at the nursery. The notification means that the provider met their legal responsibility as set out in the Early Years Foundation Stage (EYFS) welfare requirements to notify Ofsted of a significant event. We needed to investigate this to ensure the EYFS welfare requirements in relation to Health, and Information and Records were being met, in particular the requirements which state; a provider must have and implement a policy and procedures for administering medications. It must include systems for obtaining information about a child's needs for medications, and for keeping this information up-to-date. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medication has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonable practicable. Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Providers must maintain records and obtain and share information (with parents and/or carers, other professional working with the child, the police, social services and Ofsted) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

We visited the setting and found that staff always obtain detailed information about a child's need for medications, and keep this information up-to-date. Medicine (both prescription and non-prescription) is only administered to a child where written permission for that particular medication has been obtained from the child's parent and/or carer. There is a written record each

time a medication is administered to a child. This is witnessed and signed by a second member of staff. Staff inform the child's parents and/or carers on the same day, or as soon as reasonable practicable, about these records. There is a comprehensive policy and procedures for administering medications. However, on 15 March 2016 these were not followed. Staff had chosen to write notes on a display board in the room in order to remind them of the medications to be administered. Staff did not check the records before the medication was administered, as a result the medication was given at the incorrect time. The provider conducted an immediate enquiry and found that the information on the board was incorrect. The provider has taken prompt action to ensure all staff follow the policy and procedures for administering medications. We also found that the provider had acted appropriately when contacting health services for advice. We are satisfied with the steps taken by the provider to ensure all EYFS requirements are met. The provider remains registered.

Publication of compliance action

We aim to ensure that the welfare of children and young people is protected in the services we regulate. The Childcare Act 2006 and accompanying regulations set out our responsibilities to regulate childminders and childcare providers. This includes the enforcement powers we have in relation to those registered providers who do not comply with the requirements for registration.

We publish details of any actions we take, or the childminder or childcare provider takes to bring about compliance with requirements on our website for a period of five years commencing on the date we complete our investigation.

For further information please read [Ofsted's Enforcement Policy](#).