



## 5.5 Medication

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

### Prescription medication

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- The staff member who takes the medication from parents should note the details of the administration on the appropriate form and another member of staff should check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
  4. Parents will be required to sign to acknowledge administration when they collect their child each day.
  5. Children will only be allowed in to nursery after they have been taking antibiotic medication for at least 24 hours.



- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a 1<sup>st</sup> aid trained member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- A second member of staff will witness the medication given to the child and sign to confirm the details were correct.
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response

### **Non-prescription medication**

- The nursery will never administer non-prescription medication other than liquid paracetamol (Calpol) in **emergency** situations only. This would be with prior written consent from parents where possible, or verbal permission given over the phone if the medication is given in an extreme emergency.
- If the nursery feels the child would benefit from medical attention we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication we advise that they do not attend nursery, however if the parent feels they are healthy enough to attend but might require medication during their time at nursery the parent is to come back and administer this.
- Giving liquid paracetamol will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing, fanning, tepid cooling with a damp flannel. The child will be closely monitored until the parents collect the child



- For non-prescription nappy cream e.g. Sudocreme and sun cream prior written permission must be obtained from the parent and parent must provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- Staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic (EpiPen excluded as this is included within paediatric first aid training).

### **Staff medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.



## Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPen's, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times and kept in a medication box.

Any antibiotics requiring refrigeration must be kept in the medication box which is kept in the refrigerator.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication: The key person of the child requiring medication will be responsible for checking medication dates and this will be double-checked every 3 months by the Health & Safety co-ordinator.

Information regarding children's medication will be passed between key people when children transitions between rooms.

Internal use only

<b>This policy was adopted on</b>	<b>Date for review</b>
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