



Medication Policy

Introduction

If the child is attending the Nursery on a visit with his or her parents/carers, it is their responsibility to administer any medication. If medication can be given outside nursery hours this is preferred.

This policy sets out guidance for Nursery Staff and parents/carers in relation to the administration of any medicine to children.

- o between 12 weeks and 8 years
- o who attend the nursery provision **without** their parents/carer

There are occasions when a child needs regular medication, such as is the case with an ongoing health condition. Under other circumstances, a child needs to access emergency medication rapidly, such as for an allergic reaction. In both situations staff may administer medication.

It may be necessary for nursery staff to administer Piriton if a child has an unexplained rash or hives whilst at nursery, parents will be notified via a telephone call for authorisation.

If a child has been prescribed a course of antibiotics, the child should not return to the Nursery until **48 hours** have elapsed, if unsure please consult with the management team. There may be instances when antibiotics are prescribed for an infected nail or minor cut or other infection that is not transmissible. In these situations if the child is well and not experiencing any pain or discomfort then the child **may** be permitted in to nursery before the 48 Hours exclusion has expired. Admittance in to nursery in these circumstances is to be discussed with the Nursery Manager and they are allowed in nursery at the manager's discretion. Should a child be well enough to return at that point, parents/carers may complete a medication form, and staff will administer the antibiotics, if the timings of the dosages are such that this is necessary to be given at nursery.

Prescribed medication can be administered by staff but will need written consent from parent/carers and the dosage on the bottle will be followed. Staff may administer 'over the counter' medication, such as Calpol, Paracetamol, Aspirin, Ibuprofen, etc. This will only be signed in by staff and administered **only** when required, parents will be notified when collected. However, it should also be noted that it is very unlikely that a child is well enough to attend nursery at all if their temperature needs to be controlled by liquid paracetamol or a similar medicine. Therefore, we will not administer over the counter medication on a regular basis throughout the day unless advised by a health professional. Nursery Management hold the right to request that parents seek medical advice if continuous un-prescribed medication is required.

We recognise that, occasionally, some babies may require Calpol to ease the discomfort of teething rather than because they are suffering from a particular illness or infection.



Staff will administer Calpol in these circumstances but only for a limited period of time, i.e., 3 days as instructed on the leaflet. The medication form will be filed away once teething has subsided.

No legal duty exists, requiring Nursery staff to administer medicines, but staff may volunteer to do so, and provided this policy is adhered to, staff are fully indemnified.

Aim

The aim of this policy is to ensure that a child in need of medication receives the right medication of the right amount at the right time and in the right manner, and that a permanent record of that administration is created and retained.

Consent and Authorisation Arrangements

Any child who requires regular or emergency medication must have an additional needs care plan in place, the child's parents must provide written consent on this form.

In the case of emergency medication, the child's medical practitioner must provide written information as to:

- o The circumstances under which the drug should be given
- o The name of the drug
- o The dosage of the drug
- o The route of administration

The container of the medication, if it is prescribed must contain the following information, at the time of dispensing it:

- o The name and date of birth of the child
- o The name of the medication
- o The dosage to be administered
- o The date on which the medicine was prescribed

The medicine provided must have been prescribed for the child's **current illness/infection**; staff are unable to administer a medicine which has an out-of-date label as it may have been prescribed for a different condition or simply be past its best. Staff will follow the instructions on the box for un-prescribed medication.



Storage of Medication

All medicines must be provided to the Nursery in the original container.
A record will be kept by the Nursery of:

- The children who have medication prescribed/un-prescribed
- Date of receipt of the medication
- Name and strength of the medicine
- Quantity received
- The dosage to be given
- The time to be given
- Expiry dates
- Signature of the staff member receiving the medicine(s)

Medicines are stored in a locked cabinet close to the nursery rooms or if needed the medicine fridge.

Staff medication either prescribed or over the counter MUST be kept in the office.

Administration

The person administering the medication must check the following each time the medication is to be given to the child:

- The name and date of birth of the child
- The consent form from the parents
- The authorisation from the prescriber, i.e. name and date of birth of the child, the name and dosage of the medication and the time (or the circumstances) when the medicine should be given
- The pack of the medication for name of medication and the dosage to be given; together with the dosage and the route of administration
- If the medication is un-prescribed, staff will follow the instruction on the box and check the dosage required alongside the authorisation form.

Recordkeeping

The Nursery Manager will ensure that a list is maintained of staff, who have been authorised and trained to administer emergency medication with a sample signature.

The following must always be recorded on the child's individual medication chart:

- The name and dosage of the medication
- The time of the administration
- The name and signature of the person who administered it- this also includes a witness signature and a senior member of staff's signature.



Training

Any staff member, involved in the administration of medication must receive information, instruction and where the need is identified; attend training in the completion of such tasks.

Updates must be provided as is appropriate.

Management of Errors and Incidents

All staff have a responsibility to report any error without delay.

In the event of medication being administered incorrectly, the following procedure is implemented:

- o Ensure the safety of the child.
- o Document any immediate adverse reactions
- o Inform Nursery manager or in her absence a senior member of staff
- o Nursery manager/senior will contact child's GP, parents, Pharmacist for advice and/or will ring out of hours or NHS Direct
- o Record the error on the child's medication chart
- o The Nursery/Senior will complete an Accident Investigation Report and commence an immediate investigation, if applicable inform any relevant regulatory body

Disposal of Medicines

Any unused and not required medication will be returned to the parent/carer.

This policy is compliant with:

Department for Education and Skills & Department of Health (2005): Managing Medicines in Schools and Early Years Settings

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