

Policy reference: 18

We believe that it is essential to promote the good health of children through taking positive steps to prevent the spread of infection through the exclusion of children during periods of time when they are unwell and/or possibly suffering from a contagious illness. However, we recognise that there may be times where children are sufficiently well to attend Nursery despite having a condition that requires medical treatment such as Asthma, Eczema or recovering from a cold. Medication in these instances is taken to mean any medicinal preparations specifically prescribed by a medical practitioner for the treatment of a non-contagious condition and non-prescribed medication such as calpol, for temperature and pain control. We believe it is important to be clear about when it is appropriate for the Nursery to administer any form of medication and when it is appropriate for children to still attend the Nursery.

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
- Those with parental responsibility of any child requiring prescription medication should allow a member of staff to have sight of the bottle. The staff member should note the details of the administration on the nursery medication 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.
- 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 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)

- If the child refuses to take the appropriate medication then a note will be made on the form. The parents will be contacted to inform them and to decide on the next steps. The agreed decisions will be recorded on the medical form.
- We will **NOT** administer a child's first ever dose of medication including that for pain and temperature relief
- Children are not permitted to attend the Nursery for the first 24 hours following the administration of or changing a course of medication. This is to ensure that the parent monitors any allergic reaction at home. Additionally, it is likely that the child will not be well enough to cope with the Nursery day at this early stage of their illness and reduces the risk of cross infection to the other children or staff team.
- Children who have been prescribed antibiotics will **NOT** be admitted into the Nursery for the first 24 hours of the course of treatment.

Non-prescription medication

- The only non-prescription medication the nursery will administer to children is Calpol, skin cream for nappy rash e.g. sudocrem and teething gel e.g. bonjela
- **The following procedures will be followed when administering Calpol:**
- On registration, parents will be asked to state on their contract whether they have administered Calpol to their child before and if their child had any reaction to this. They will also be asked to sign to say they give permission for the nursery to administer Calpol in an emergency if we CANNOT contact the parent.
- If the child has had a reaction to Calpol the nursery will not administer this to the child under any circumstances. This will be recorded on the nursery registers so that staff working with the child are aware of this.
- If a member of the nursery staff feels a child needs Calpol during the day, due to the child having a high temperature or teething, they will speak to the manager on duty.
- The manager will then assess the child and decide if the parent needs to be contacted.
- If the manager feels the child needs Calpol they will call the parents to gain verbal consent. During this phone call the manager will clearly state the dosage that will be administered to the child (using the guidelines on the Calpol medication).
- If the child is unwell and needs Calpol the manager will also inform the parents that they need to come and collect their child.
- If the child requires Calpol due to teething the manager will inform the parents that the child will be monitored and we will contact them again if their child doesn't improve.
- If a child requires Calpol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving Calpol 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 wet flannel. The child will be closely monitored until the parents collect the child. The manager will continue to try to contact the parents after the Calpol has been administered to inform them that Calpol has been given.
- If the nursery administers Calpol to a child a medication form will be completed detailing the time consent was gained from the parents and the dosage amount the parent agreed to (signed by the manager on duty), the time the medication was administered and the dosage given (signed by the member of staff administering the medication and the member of staff who checked the dosage). This form will be shared with the parents when they collect the child and the parent will sign to say they have received the information.

- For any non-prescription cream for skin conditions or teething gels/powders prior written permission must be obtained from the parent and the onus is on the parent to provide the cream/gel 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
- Aspirin will not be administered to a child unless it has been prescribed by a medical practitioner.

Emergency Medication

If a child requires emergency medication, such as inhalers and epipens then a letter from the child's doctor verifying the need for this medication and the details of the child's condition will be required before the child can start the nursery.

The parents will complete a care plan explaining when and how the medication may need to be administered.

If a child requires an epipen the manager will ensure that there is always a member of staff on site, when the child is attending the nursery, who has been trained in how to administer the medication. This member of staff will ideally be working in the room that the child is based in. It may be necessary for staff training to take place prior to a child starting nursery.

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 and under supervision at all times.

Emergency medication, such as inhalers and epipens, 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.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All Calpol is stored in the Managers office. All Calpol is stored in its original box and only individual Calpol satchels are administered to children.

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.

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.

Under no circumstances is medication to be given without full authorisation from the parent. Where a parent has requested medication to be administered, a Medication Form must be completed as follows:

- Child's name
- Date of instruction
- Name of medication;
- Details of the condition the medication is prescribed for
- Prescribed dosage and frequency
- When the dose is to be given and the duration of the treatment
- Time of last dose

This instruction should be signed by the parent and counter-signed by the Nursery Manager to acknowledge their understanding of the instruction.

This form must be completed in full. Failure to do so **MUST** result in a refusal to administer the medicine. Parents should complete the previous dose details on the Medicine Administration Form on arrival at Nursery.

Administering Medication

- Two members of staff **MUST** always be present to administer medication - one of whom shall be the Nursery Manager/Deputy Manager or Room Senior and the other must be at least a level 2 qualified member of staff.
- The information on the medication label, the child's identity and the time of the last dose on the Medicine Administration Form must be checked by both members of staff before administering the medication
- Staff must ensure that hygiene is maintained at all times. Hands should be thoroughly washed before administering the medicines and where appropriate gloves and tabards should be worn i.e. administering creams or lotions.
- Under no circumstances must a child be given a 'top up' dose where the child has refused all or part of the medication

Storage of Medication Administration Forms

The original copies of these forms should be stored in each child's individual confidential file.