

Rotherly Day Nursery policy and procedure - Medication

EYFS: 3.19, 3.44, 3.45, 3.46

At **Rotherly Day Nursery** we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. 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.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated.
- Medicines must be in their original containers with their instructions printed in English.
- Medication must not be administered if the expire date has passed, unless under the advice of a medical professional.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate nursery colleague who will then note the details of the administration on the appropriate form or via the Family app and another nursery colleague will check these details.
- Those with parental responsibility must give prior written or electronic (via Family app) 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/electronic 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/electronic permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 3. Parents must 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 written/electronic instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to nursery; and the nursery colleague must record this information 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. This can also be communicated and acknowledged by a parent/carer via Family app.
- At the time of administering the medicine, a senior nursery colleague 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. Administration of (It is important to note that nursery colleagues 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 or on the Family app.
- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administered*)

- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, 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 during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine.
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child’s temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent.
- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) which is provided by the nursery will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child’s parents. Where parents cannot be contacted then the nursery manager or Senior in Charge 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 non-prescription medication will be a last resort and nursery colleagues will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to 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 or senior in charge 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.

- As with any kind of medication, nursery colleagues 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, we will not administer these without appropriate medical training for every nursery colleague caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train nursery colleagues in administering the medication.

Colleague medication

All nursery colleagues have a responsibility to work with children only where they are fit to do so. Colleagues must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any colleague believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager or Head of Lower School will decide if a nursery colleague is fit to work, including circumstances where other colleagues notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment. Each nursery colleague completes a medication and substance declaration annually and must inform the nursery manager of any permanent or temporary medication.

Where colleagues may occasionally or regularly need medication, any such medication must be kept in the staff room, medical cabinet in the nursery office, alongside the base room first aid box or on an unreachable high shelf in a cupboard from children where colleagues may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the colleague.

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 EpiPens, will be within easy reach of colleagues in case of an immediate need, but will remain out of children's reach. The nursery will provide a medical bag for medication that is required to travel with a child at all times eg auto-injectors. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be 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 nursery colleagues agree to administer medication.

This policy was adopted on	Date for review
<i>April 2020</i>	<i>July 2024</i>