

## LITTLE FIRS DAY NURSERY



### 39. Medication Policy



Little Firs Day Nursery places the child's well-being at the very core of our ethos and promotes the good health of children attending the nursery and takes necessary steps to prevent the spread of infection (see Sickness and Illness and Infection Control Policy).

Staff are paediatric first aid trained, and we work in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical, or religious reasons which may relate directly to the administration of medicine.

#### **Medication prescribed by a Doctor, Dentist, Nurse, or Pharmacist.**

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

- If medication has NOT been prescribed for the child by a GP or medical professional or has expired its date, this includes Calpol, Nurofen or antihistamines. Little Firs **WILL NOT** administer it.
- Medicines containing aspirin will only be given if prescribed by a doctor.
- For the first 48 hours of a course of antibiotics the child must be kept at home as some children can become ill in the initial stages of treatment.
- If a child is unwell and needs Calpol or similar medication they cannot attend the nursery this is to prevent the spread of infection.
- Children should not be brought to Nursery whilst they are suffering with sickness, diarrhoea or any other infectious illness until their symptoms have been clear for 48 hours.
- A child's attendance at nursery while on medication is solely at the discretion of the manager in keeping with our medication protocol.
- Although not a requirement, staff are happy to administer medication with written permission, but it must be in the original container labelled with the child's name and an appropriate medication form completed each time it is needed. Antihistamine liquid will only be given to children over 1 year of age and only if appropriate.
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.
- If a child becomes ill whilst at Nursery, a member of our team will contact the parent by telephone to ask them to collect their child immediately. If we are unable to contact, them or other parent/guardian we will call the emergency contacts. If serious and required, we will call an ambulance.
- An emergency nursery supply of fever relief (e.g. Calpol) is stored in the nursery's office and is checked at regular intervals to make sure that it complies with any instructions for storage and is still in date. This is in case of an extreme circumstance where the manager may have to make the decision to administer emergency fever relief to a child if their temperature becomes too high. Only with the agreement that the parents are on their way to collect their child. This will only be carried out if the manager has sought permission from the parent. This will be as a last resort and the

nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child. The manager will record the time & dosage of administration.

### **Method.**

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine or creams:

The Nursery requires written consent via a medication form in advance from parents, the nursery DOES NOT administer any medication unless prior written consent is given for every medicine.

The written consent clearly shows:

CHILD'S FULL NAME AND ADDRESS

CHILD'S D.O.B.

DATE OF PRESCRIPTION AND EXPIRY DATE

DURATION OF MEDICINE

DOSAGE & STORAGE

- When 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.
- The medication must be in its original container, in date and must be accurate for the ailment (i.e., Eye drops prescribed for an ear infection or for a sibling or relative not the child named).
- Medicines must be in their original containers with their instructions printed in English.
- Parents/carers of any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details.
- Parents/carers must give prior written permission for the administration of 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 must notify us **IMMEDIATELY** if the child's circumstances change e.g. a dose has been given at home, or a change in strength or dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written 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 staff member must record this information on the medication form. Similarly, when the child is picked up, the parent 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. If the child refuses to take the appropriate medication, then a note will be made on the form.

### **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 member of staff caring for the 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 staff in administering the medication. For children with long term medical requirements, an Individual Health Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.

### **Staff Medication**

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot 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 staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The manager will decide if a staff member is fit to work, including circumstances where other staff members 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.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker or a separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, always. It must not be kept in the first aid box and must be labelled with the name of the member of staff.

### **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 staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. This must be in a designated place with the child's name clearly written in the original container.

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 staff agree to administer medication.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>August 2024.</b>	<b>1<sup>st</sup> August 2024</b>		<b>August 2025.</b>