

Little Oaks Day Nursery

Medication Policy

When dealing with medication of any kind in the nursery, strict guidelines should be followed. All medicine administration must be witnessed and the form signed by the witness.

Medical conditions and medication

The definition of the term 'Medication' in this context is taken to mean any medicinal preparations specifically prescribed for the treatment of a non-contagious condition and non-prescribed medication for temperature and pain control. It also includes homeopathic remedies whether prescribed or not.

Prescribed medication

- Prescribed medicine can only be given to the person named on the bottle, for the dosage stated. For first time medications not already on the medicine approval form a period of 48 hours must have elapsed before the child can return to Nursery, to ensure that there is no adverse reaction to the medication.
- The parent or guardian of any child requiring prescribed medication should allow a permanent level 3 member of staff or where possible room leader to have sight of the bottle. Medication should be in original container, clearly labelled and indicate; child's name, date of prescription, expiry date, and any other relevant information.
- The qualified level 3 member of staff receiving the medication is then responsible for completing the medicine form, storing and accessing the medication and nominating a member of staff to administer the medicine at the correct time. Under no circumstance should unqualified staff, bank staff, or students be asked to collect or administer medicines.
- The parents or guardian should sign and date daily, to confirm the agreed dosage for that day.
- Only those with Epi Pen training are allowed to administrate Epi Pen Medication in an emergency. The designated named staff trained to administer is written on the Paediatric First Aid Grid in all base rooms.
- The parent or guardian should be asked when the child was given the last dose of medication before coming to nursery; this information should be recorded on the medication form. Similarly when the child is collected, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's or guardian's signature must be obtained at both times.
- At the time of administering the medicine a permanent qualified level 3 member of staff will administer in the prescribed form and a qualified level 3 member of staff must witness. Before administering the medicine the member of staff must have sight of the medicine form and medicine to ensure the correct dosage and medicine is given to the correct child.

- Medicines should only be administered using the medical measuring equipment provided such as medicine spoons or measuring syringe.
- If the child refuses to take the appropriate medication then a note should be made on the form.

Non UK prescribed Medicines.

The Nursery will be unable to administer prescribed medicines from outside of the UK due to Medical legislation set out by NICE this ensures that all medicines we administer to the children are safe and contain regulated substances that are legal in the UK. If you have moved to the UK and your child needs a long term medicine then we will be able to administer that medicine to your child once permission has been sought by your GP.

If your child requires medicine to be administered at nursery that medicine needs to be brought into nursery in a labelled container written in clear English from a Doctor so your child's room leader will be able to gain the correct information they need to administer it at nursery.

Non-prescribed medication

- The nursery will administer non-prescribed medication for a period of three days. After this time medical attention should be sought.
- If a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication by a chemist with the onus being on the parents or guardian to provide the medicine.
- If your child requires eye drops for an eye infection, the medicine must firstly have been given to the child previously and be written on the medicine approval form if not they will have to have received the drops for a period of 48 hours to ensure they do not have an allergic reaction. They must have then had one dosage of drops before returning to nursery where staff will be able to continue giving eye drops as advised during the day.
- For any non-prescribed cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent/guardian and the medicine approval form.
- If any child is brought to nursery in a condition in which he/she may require medication at some point during the day, you should decide if the child is fit to be left at the nursery. If the child is staying, the parent or guardian must be asked if any kind of medication has already been administered, at what time and in what dosage and if they wish them to have a dosage of medicine at nursery that they sign in that medicine before they leave.

- As with any kind of medication, staff must ensure that the parents or guardian is informed of any non-prescribed medicines given to the child whilst at nursery, together with the times and dosage given.
- The nursery DOES NOT administer medication unless prior written consent is given for each and every medicine or for Calpol in emergencies consent by telephone is also acceptable.

Children should not attend the nursery if suffering from an infectious disease or one that requires special treatment e.g. the changing of dressings etc.

Since the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff, parents must be called if a medical emergency occurs and appropriate medical attention sought. However, children requiring injections will not be excluded if for a long term medical reason, such as Diabetes.

All medication for children must have the child's name clearly written on the container and be kept in a medicine cabinet in the office, (with the exception of Inhalers or Epi pens) which is locked at all times, other than when medicines are being issued or received. Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

The parent or guardian must complete a Medicine Consent Form and Notification Form, including the following details:

- The name of the child
- The name of the medicine
- Full administration instructions
- The date
- The length of the course
- Storage details
- Expiry date

This form must be signed by the parent and a permanent level 3 or room leader where possible.

Medication including Asthma Inhalers, Epi pens or other such critical medication must be taken home at night and not left on the nursery premises. Critical medicines should be kept in a sealable box with a photo, dose, name and expiry date on the outside of the lid. This medication should be taken everywhere with the child in case of an emergency. All medication provided by parents for their child should be checked thoroughly to ensure that it is still within the expiry date and is in full working order.

When any child registered with Little Oaks Day Nursery is identified as having any medical condition, allergy or special needs, a Care Plan must be completed. Detailed information on the condition, symptoms, triggers (if appropriate), treatment required, emergency procedure to follow etc must be provided by the child's GP or equivalent.

The Care Plan should be developed by the Room Leader or Nursery Manager and in partnership with parents or guardian to ensure that the correct information is sought. The nursery also completes a general risk assessment for dealing with children with allergies and/or asthma.

If the medical condition is an allergy, the allergy questionnaire should be completed at the settling in session. If the child is suffering from a food allergy, the special diet procedure must be followed alongside this procedure.

If as part of the Care Plan, medicines such as an Epi pen or Nebuliser are required to be administered, staff must be fully trained by a recognised and registered training provider.

Staff Medication

As stated in the Welfare requirements staff who require medication should not be allowed to care for children if they are at risk of suffering side effects that may affect their ability to care for children. Practitioners should seek medical advice from their doctor before returning to work and a risk assessment should be carried out to assess their fitness to return. Any new medicines should be taken 48 hours before returning to work and medication should be safely stored out of reach from children in a locked cabinet.

Storage

All medication for children should be clearly labelled and in their original containers, stored in a closed container either in a fridge or a locked cabinet. 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.

Emergency medication, such as inhalers and Epi pens, 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 not accessible to children.