

Medication Policy

Policy statement

At **Little Elms** 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.

Our policy is compliant with the Statutory Framework of the EYFS which details:

“Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).”

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.”

We will only administer medication where there is a specific health reason to do so. Whilst we are able to administer medication to alleviate symptoms, if a child is unwell and unable to be supported at nursery under the standard ratios guidelines as a result of illness, we may insist the child does not attend until they have recovered (please also see Sick Child Policy).

Procedures for Administration of Medication (prescription and non-prescription medication)

1. Written consent must be given by the parent prior to us administering any kind of medication (the only exception, would be if a child became unwell at nursery and we sought and confirmed verbal permission from the parent to administer Liquid Paracetamol or Anti Histamine).
2. The parent must complete the Medication Form alongside a member of staff in full. The Medication Form includes details of 'Last Dose of Medication Given at Home' which must be shared and documented by the parent.
3. We will only administer a dose as stated on the prescription label or guidance detailed by the medication manufacturer.
4. Any new medication the child has never had before must be given at home for at least 24 hours prior to the child attending nursery in case of allergic reaction.
5. We will only administer medication where instructions are written in English.
6. Medication will only be administered by a Level 3 (or above) Qualified Staff member.
7. The administration of medication must always be witnessed by a Level 2 (or above) Qualified Staff Member.
8. Parent must be informed of the medication administered upon collection and sign the Medication Form prior to leaving the premises.
9. Medication must be stored appropriately (as per instructions) and always out of reach of children.
10. At the time of administering the medicine, a senior 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.
11. If the child refuses to take the appropriate medication, then a note will be made on the form and the parent must be contacted immediately.
12. Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.
13. **Medicines containing aspirin will only be given if prescribed by a doctor**

Medication prescribed by a doctor, dentist, nurse or pharmacist

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated and must be started as soon as advised by a medical professional.
- Medicines must be in their original containers with their instructions printed in English.
- The first dose of prescribed medication must have been given to the child at least 24 hours prior to the child attending nursery to give the medication time to take effect and in case of allergic reaction.

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 which must be the same as the detailed dosage on the medication label.
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.

Non-prescription medication

- The nursery will only administer paracetamol and/or antihistamine medicines for a maximum of two consecutive days. After such period, if a child is reliant on this type of medication, they should seek medical advice and not attend nursery.
- If the nursery feels the child would benefit from medical attention rather than administering the above 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 antihistamine during their time at nursery, such medication will be provided by the parent.
- On registration, parents will be asked to complete permissions on their registration form which is confirmed during the child's settling in sessions. These permissions include whether they 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. Verbal consent will need to be gained from the parent or emergency contact prior to administration of any such medication.
- An emergency nursery supply of fever relief (e.g. Liquid Paracetamol) and anti-histamines (e.g. Piriton) 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.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.
- For any non-prescription skin cream, prior written permission must be obtained from the parent and any such creams/lotions must be provided by the parent. This must be clearly labelled with the child's name.

The Role of the Witness

In all cases of medication administration, there needs to be a witness. The role of the witness is to:

- Check the medication is being administered to the correct child
- Check the medication is being administered in the correct way (for example, orally)
- Check the dose, expiry date of medication and name of the medication form and prescription label / medication bottle
- Check the appropriate consent from the parent has been obtained
- Check the all aspects of this policy is applied in the administration of any medication

Intrusive Care and Specialised Medication

Some care routines and/or medication can be viewed as intrusive, For example, injections, pessaries and suppositories, Epipens and tube feeding. These represent intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. Only staff who have current paediatric first aid training will be permitted to administer such medication or provide such care routines. 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. We will always complete a 'Child Care Plan' in these circumstances. All staff who are inducted into any room, in which a child has a 'Child Care Plan' will be informed of who that child is and what the protocol is for meeting that child's needs.



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 clearly labelled 'MEDICATION' and is kept out of reach of all children.

Emergency medication, such as inhalers and EpiPens, are kept in a closed box which is clearly labelled 'MEDICATION'. This medication is kept **in the room where the child is located**, 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.

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.

Associated Documents:

- *Medication Form*
- *Sick Child Policy*
- *Child Health Monitoring Form*
- *Child Care Plan*
- *PHE Exclusions*
- *Child Care Plan Process*