

## MEDICATION POLICY

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### 1 Introduction

This document outlines the responsibilities of the nursery and parents/carers when administering prescribed medication to children, in accordance with Ofsted guidelines.

### 2 Medication Procedure to be Followed

Should your child need to receive medication whilst attending a session at Sunshine Day Nursery, please be aware that we can only administer medication prescribed by your child's GP.

It is considered bad practice to give unprescribed medication to a child, and we ask that children requiring this type of medication do not attend nursery until they are well enough to do so. Please be aware that should your child be prescribed antibiotics they may need to stay at home for a few days before returning to nursery. The exact length of exclusion needs to be decided by your child's GP but we request that you child is kept away from nursery for a minimum of 24 hours.

We ask that you complete a medication form every time you require the nursery to administer prescribed medication to your child. We require:

- your child's name
- date, time and reason for last dose of medication
- date and time of when the medication is to be administered
- the type of medication to be administered
- the reason for the medication.
- Any special storage requirements.

The parent/carer must sign this form to give consent to staff to administer the medication. All nursery staff that administer medication will use the same form to record the times of dosage. A colleague will counter-sign to confirm that they have witnessed the medication being administered. Parents/carers are required to read and sign this record on collection of their child.

All medication must be in its original container and clearly labelled with the original sticker stating the dosage, your child's name (not a sibling) and the date of expiry. All children's medication will be stored in the nursery fridge unless other storage instruction are given. Any medication that is not required to be kept in the fridge will be stored safely in the office. Any staff medications will be kept in the staff area fridge or office.

The medication records will be kept for a period of 20 years. Any significant incident concerning administration of medication will be reported to Ofsted.

### **3 Alternative Remedies and Barrier Cream**

Unfortunately, we are unable to administer alternative remedies.

If your child is in nappies and occasionally needs a protective 'barrier' cream, you should supply this yourself, with your child's name labelled on the front of the container. You will be asked to complete an ongoing nappy cream form for this. We will only use the cream that you have provided.

### **4 Paracetamol and Ibuprofen**

Calpol / Nurofen\* for children and other paracetamol and ibuprofen based medications can now only be administered to a child following a vaccination. A covering letter from your child's G.P is required stating why your child needs to be given Calpol at nursery. The letter must remain in your child's file within the nursery. You will also be required to complete a medication form as above.

Any children needing unprescribed medication before they attend nursery will be excluded as 'this sort of medication hides the symptoms it doesn't cure the illness' a quote from Liz Maddock at the HPA.

### **5 Cough Syrups**

We are no longer able to administer any form of cough mixture to children.

### **6 Specific Medication**

If your child is on long term medication, or needs medication in emergencies e.g. inhalers or Epipens\* (for allergic reaction), it is imperative that you discuss this with the nursery management.

Self held medication, such as inhalers, will be stored in the office until they are needed by a child. If the child is competent and able to use the medication the staff will closely supervise and monitor it's use. If the child is not competent or able the staff will directly assist in it's use.

If you have been trained in how to administer a specific medication, you will need to demonstrate this to the nursery's First Aiders.

### **7 Sun cream**

The use of sun cream is covered in detail in the Sun Safety policy.

Sun cream should be provided by parents/carers and clearly named. Only cream provided will be applied.

### **8 Insurance**

The nursery is insured for administration of first aid, consented medication and emergency treatment.