

MEDICATION POLICY

Issue Number	Reason for Issue	Issued by	Date
2	Revision to existing document	S Milham	02-06-06
3	Revision to existing document	K Cox	18-10-06
4	Revision to existing document	A Fuller	14-04-08
5	Revision to existing document	A Wolke	24-09-08
6	Revision after Ofsted update	CJ Silverlock	25-09-09
7	Revision after update on Conjunctivitis	A Wolke	01-06-10
8	Revision to existing document	L Pryde	20-07-10
9	Revision to existing document	A Wolke	11-10-10
10	Revision to existing document	A Wolke	20-01-11
11	Revision to existing document	A Wolke CJ Silverlock	12-10-11

1 Introduction

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

As a child care provider, we come across many different kinds of illness in the nursery. We have an obligation to all the children and members of staff to minimise illness and infections. To that effect, we reserve the right to send a child home if we feel it would be detrimental to the child, or other children in the nursery to keep them. A list of illness and infections this applies to is displayed on the notice board in the nursery and detailed in our Health, Illness and Emergency Policy.

In addition, written parental permission is required, at the time of admission to the seeking of any necessary emergency medical advice or treatment in the future. This is now an Ofsted requirement.

2 Duties of Parents

- To inform the nursery in writing about your child's health care needs when registering with the nursery and again as soon as there are any changes to these needs.
- To provide any medication required, and ensure that it is fit for use, and clearly labelled.
- To provide prior written consent on a short or long term medication form.
- To pass on to the nursery staff any information you have about the side effects or adverse effects of the medication that your child is taking, whether administered at home or within the nursery.
- To inform the nursery staff about any medication given to your child within the last 24 hours.
- To ensure that the nursery staff understand how and when to administer the medication, no staff member may undertake the administration of any medication until confident of the process.

3 Supply

All medication must be supplied by the parent/carer nursery staff are not permitted to buy and administer medications to children with the exception of calpol which will only be administered in an emergency situation.

Prescribed medication is the property of the person for whom it is prescribed, and may not be used for anyone else. All prescribed medicines must be supplied to the nursery in its original prescription packaging, including inhalers, and can only be given to the person named on the prescription label. There can be no exceptions to this rule.

Parents/carers must clearly identify how medicine should be stored and if this information is not supplied we will automatically assume that it needs to be stored in the fridge.

4 Consent

Parental consent must be given in writing on a short or long term medication form before any medication can be administered, this will be completed by a senior member of staff.

Long term medication is checked every month to ensure the information we hold is still accurate and the parent/carer must sign the form to consent to it still being given.

5 **Storage**

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. A senior member of staff will check these details. All children's medication will be stored in the nursery fridge unless other storage instructions 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.

6 **Administration**

At all times every member of staff who administers medication must be witnessed by a senior staff member and that witness must sign the appropriate form once the medication has been administered.

Prescribed medication (except injections) must be administered in accordance with the prescribes instructions on the dispensing label. These instructions must be in full, detailing amount and frequency. Everything on the label must be read and taken into account before administration. Verbal messages are not sufficient and nursery staff must not depart from the instructions on the label. Please be aware that any child who is prescribed antibiotics must be excluded from nursery for 24 hours of starting the course and can only return to nursery if they are well enough to do so.

Prescribed medicines (injections, epipens and other special administration techniques) may only be undertaken after staff members have been trained by an appropriate professional. Training for staff must include recognition of the onset of symptoms requiring the special care and treatment, how to treat, and when outside help must be obtained. The training which staff receive must not be less than which the parent/carer received. It is imperative that you discuss this with the nursery management as an individual healthcare plan or an additional awareness form may need to be drawn up with you to ensure your child is known to all staff members.

Over the counter medication can not be administered by nursery staff except in case of emergency. (please see section 7 & 9)

7 **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.

Nursery staff must be informed of any child that has been given Calpol or any other pain killer before their session and the reasons why so that the staff members can monitor your child throughout their session. If your child has been given Calpol for a high temperature we will need to exclude them for 24 hours. We ask all parents to be honest with us as if we need to administer Calpol in an emergency it is imperative that we are informed of any other medication that has been given to ensure recommended safe doses are not being exceeded.

In extreme cases when a child's temperature exceeds 39°C and the parent/carer has been contacted for collection the Nursery Manager or designated person in charge will obtain verbal consent to administer a dose of Calpol to lower the risk of a seizure. Parents will also be asked for consent to give Calpol on admission through the Childcare Agreement Form. The child must then be collected by their parent/carer immediately and kept away from nursery for at least 24 hours after the last dose is given.

8 **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.

9 Conjunctivitis Creams or Drops

If your child contracts conjunctivitis the nursery can administer medication for this from over the counter. Your child will need to have been using this medication for 24 hours before they can return to nursery and can only return to nursery if they are well enough to do so. The member of staff will then fill out a short term medication form giving us permission to administer this. The staff members must follow the guidance on the box at all times not exceeding the recommended dosage. You will need to sign this form at the end of each day that your child attends to acknowledge it has been given.

10 Retention of Records

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

11 Insurance

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

12 Documents

Documents to work alongside this policy are:

- Short term medication forms
- Long term medication forms
- Additional awareness forms
- Healthcare plan for a child with specific medical needs
- Specific medical training record
- Nappy cream form
- Health, Illness and Emergency Policy