

Medication Procedure

When dealing with medication of any kind in the nursery, strict guidelines should be followed.

Prescribed medication

- A child who has been prescribed antibiotics cannot return to Nursery until they have been taking the medication for 24 hours to ensure that there is no adverse reaction to the medication.
- Any prescribed medicines should be stored in the original container from the GP with the GP's dosage clearly labelled on the bottle, with both prescribed date and expiry date for staff to see
- Prescribed medicine can only be given to the person named on the bottle for the dosage stated
- The parent or guardian of any child requiring prescribed medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the medication form. Another member of staff must check these details
- The parent or guardian should give prior written permission for the administration of each and every medication and a written record will be kept of all medicine administered.
- The parent or guardian should sign and date daily to confirm the agreed dosage for that day
- The parent or guardian should be asked when the child had last been given the medication before coming to nursery; this information should be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian will 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
- A senior member of staff will administer the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note should be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent should take place to establish the appropriate response
- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. 3 x daily, rather than 4 x daily.

Non-prescribed medication

- The nursery will not administer non-prescribed medication, with the exception of pain and fever relief or teething gel, but only with prior written consent from the parent/carer and only when there is a health reason to do so.
- If a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication with the onus being on the parent to provide the medicine. This medicine will need to be brought in by the parent but must be in the form of sachets and not bottles. If bottles are provided, these must be unopened. The nursery can keep a supply of liquid paracetamol in sachets/bottle on the premises in a locked medicine cabinet. Staff must follow the prescribed medication procedure for this.
- The only non-prescribed cream that will be applied to a child will be for the treatment or prevention of nappy rash e.g. Sudocreme and prior written permission must be obtained from the parent/guardian. Sunscreen will also be applied with prior permission.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime 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 given, at what time and in what dosage
- As with any kind of medication, staff must ensure that the parent or guardian is informed of any non-prescribed medicines given to the child whilst at the nursery, together with times and dosage given
- The nursery DOES NOT administer medication unless prior written consent is given for each, and every medicine and a written record will be kept of all medication administered.

Medication given prior to nursery sessions

In the event that medication has been administered prior to the child attending nursery, parents will be asked to complete a medication form detailing the medication given, times, dosage and any possible side effects.

Injections, pessaries, suppositories

Parents of any child who has diabetes, needs an epi-pen for allergies or who suffers from epilepsy, or any other life-threatening condition should discuss with manager/room leader **prior** to starting nursery. Specialised training needs to be delivered to staff so that they have a better understanding and are confident and able to administer the required medication. A trained Nurse who specialises in certain conditions should train the staff and present a certificate to clarify they are able to carry out the procedures. Children should **not** start Nursery until this training has been undertaken by the staff and a Health Care Plan filled in by parent stating the needs of the child.

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff. (If this causes a problem in providing appropriate care of a child, please consult Ofsted).

Notifiable diseases

If the setting has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (infectious diseases) Regulations 1988, we will inform Ofsted. We will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

For any public pandemic that occurs The Old Station Nursery will monitor regular updates from HPA and seek advice and guidance from the Local Early Years Authority Website, in the best interests of families and staff who use the setting.

Staff medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health & Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items such, as Paracetamol should be kept in the first aid box.

Storage

All medication for children must have the child's name clearly written on the bottle and be kept in a medicine cabinet which is kept always locked, other than when medicines are being issued or received. The key to the medicine cabinet must be always kept safe and out of reach of the children.

Any antibiotics requiring refrigeration must be kept in an airtight Tupperware container, in either the kitchen or milk kitchen fridge, in an area inaccessible to children.

All medications should be in their original containers or they will not be given. All prescribed medicines 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 any expiry dates, before staff agree to administer the medication.

Any use of preparations such as sun cream, lotions and nappy creams will be discussed with parents and their key carer at the first settling session. Written consent to administer them will be documented on their child's file.