



Happy Bunnies Nursery

Administration of Medication Policy

September 2017

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Position.....

Date.....

Internal use only

Date of review	Author	Date of next review
September 2019	Gemma Linton	September 2020

Administration of Medicine Policy

Policy Statement

In accordance with the Statutory Framework “medicines must not be usually administered unless they have been prescribed for that child by a doctor, nurse or pharmacist”. The Nursery Manager is not allowed to admit any child onto the premises who appears to be suffering from an infectious or contagious illness or disease. Please do not bring your child into nursery if they are unwell as they will be sent home.

At Happy Bunnies 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. In all cases it is advised that the parent keeps the child at home for the first 24 hours to ensure no adverse effects as well as to give time for the medicine to take effect, particularly in the case of antibiotics.

The Nursery Manager is responsible for ensuring all nursery staff understand and follow the strict procedure when dealing with medication of any kind in the nursery and these are set out below.

1. Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given to the person named and the exact dosage stated on the bottle/packaging.
- Medicines must be in their original containers with a clear pharmacy label which haven’t been tampered with.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the Manager/Deputy or the Room Leader who will then fill out the ‘Medication Form’ recording the details of the medication from the pharmacy label, they will ask the parent with parental responsibility to sign to give permission to administer the medication and each dose administered after that.
- A completed ‘Medication Form’ with the signature of the person who has parental responsibility, 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.

- The dosage on the pharmacy label and written on the 'Medication Form' is the only dosage that will be administered. We will not give a different dosage unless a doctor changes the prescription and a new 'Medication Form' is completed.
- Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or the medication is no longer needed.
- Happy Bunnies will not administer a dosage that exceeds the recommended dose on the instructions or pharmacy label.
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the 'Medication Form'. Similarly, when the child is picked up, the parent or the parent's nominated person must be given precise details of the times and dosage given throughout the day. The parent's or parents nominated person signature must be obtained at both times.
- Blank copies of Medication Forms will be kept within each room in the appropriate file.
- Completed medication forms must be handed to the Nursery manager to be checked and verified before being filed into the child's individual file.
- At the time of administering the medicine, the Nursery Manager, Deputy Manager, Room Leader or Early Years Practitioner 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 in a quiet area away from any potential distraction. (It is important to note that staffs working with children are not legally obliged to administer medication).
- If the child refuses to take the appropriate medication, then a note will be made on the 'Medication Form' and the parent who has parental responsibility is to be informed by telephone.

STEP BY STEP GUIDE TO ADMINISTERING MEDICATION

1. The Nursery Manager, Deputy Manager, Room Leader or Early Years Practitioner are to take the medicine out of the lockable medicines cabinet or sealed labelled container out of the fridge and the matching completed 'Medication Form'.

2. With another witness, they are to take the child to an area where there are no distractions.
3. The witness is to check the details of the medication pharmacy label to the relevant completed 'Medication Form' before administration.
4. The Nursery Manager, Deputy Manager, Room Leader or Early Years Practitioner are to administer the medication and along with the witness, they are to both complete the Medication Form and sign where necessary to verify and confirm that the medication has been administered.
5. Staff are to inform the parent with parental responsibility or the parents nominated person at the end of the child's session and obtain their signature.

2. Non-prescription medication

(these will not usually be administered)

- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescription medication for a short initial period, dependent on the medication or the condition of the child. After this time medical attention should be sought.
- If the nursery feels the child would benefit from medical attention rather than non-prescription 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 similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine. Only ONE dose of this medication will be given during the session.
- On registration, parents will be asked if they would like to fill out a 'Medication Form' to 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. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery is unable to contact the parent.
- An emergency nursery supply of fever relief (e.g. Calpol under 6 years old age strength) will be stored on site. Before administering Calpol we would make contact with the person with parental responsibility to make them aware.

- . 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.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the Nursery Manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored and if the child's temperature has not reduced after receiving a single dose of Calpol, Parents are requested that they collect their child and seek further medical attention.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the Manager or Deputy manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the 'Medication Form'.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given and asked to sign a completed 'Medication Form'.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

3. Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for that child. This training is specific for every child and not generic. 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.

4. Staff medication

All nursery staff has a responsibility to work with children only where they are well enough. Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line Manager and seek medical advice. The Nursery Manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behavior suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from their GP.

Where staff may occasionally or regularly need medication, any such medication must be kept in the medication cabinet. Where staff may need easy access to the medication such as an asthma inhaler, it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

5.Storage

- All instructions on how to store medication are to be followed off the pharmacy label and inaccessible to children.
- 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 agrees to administer medication.
- All medication for children must have the child's name clearly written on the original container, with a legible pharmacy label which must not be tampered with or they will not be given.
- The medication kept in a sealed container box in the fridge or in the medication cabinet in the nursery office, which is out of reach of all children.
- Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

6.Children who have long term medical conditions and who may require ongoing medication

Long term medication forms are kept in each room and should be completed for each child when they start the medication and an agreed review date between the nurse and the parent/carer should also be agreed. Some example; inhalers, Gaviscon.

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the registered person and the Nursery Manager. Other medical and social care personal may be involved in the risk assessment. Parents will also be asked to contribute.

A health care plan for the child is drawn up with the parent and health professional outlining the child's condition, parent contact information, which staff members are trained in the administration of medicine/feed, what measures to take in an emergency.

7.Managing medication on trips and outings

If children are going on outings, staff accompanying the children must include a trained member of staff for the child with the risk assessment/care plan (if appropriate)

Medication for the child is taken in a sealed box clearly labelled with the child's name and name of medication. Inside the box must be a copy of the care plan and the Medication Form for administration of medication.

Legal Framework

EYFS 2014