

Elizabeth Saunders Nursery School
Medication Procedure

This procedure is to ensure that parents are fully informed about the medication being administered to their child on their behalf. Before any medication is administered to a child, the following procedure must be adhered to:

- A parent must complete a **Medication Request Form** before they leave any medication. One Medication Request Form should be completed for each medication to be administered to the child.

Verbal instructions must not be taken and if given will not be applied. Only medicine PRESCRIBED by a doctor, pharmacist, dentist or nurse will be administered

Children will only be accepted into nursery 48 hours after their first dose of antibiotics.

Medicines containing Aspirin should only be given if prescribed by a doctor

The following information **MUST** be recorded on the Medicine Request Form:

- Full name of child and date of birth
 - Name of medicine & reason for medication
 - The time the last dose of medicine was given (if medicine was given prior to nursery attendance that day)
 - Dosage of medication to be given and times to be given
 - Expiry date of medicine
 - Medicine course date & end
 - Any additional information (where to be applied, which eye etc.)
 - Signature, printed name of parent and date
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- Medicines are to be given to a child only as per the instruction of the medication form. These should be checked with the instruction on the bottle/container and any discrepancies brought to the attention of the parent before the medicine is administered.
Medicines must be in their original containers and must have the prescription label with full details attached.
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- A new medication form needs to be completed **daily** by the parent to ensure all information is correct and must be signed daily for each dose of medicine given at pick-up time.

The nursery will endeavour to follow the parents/ carers instructions, but reserve the right to refuse a request to administer medicines whilst a child is in our care.

Storage of medicines

All medicines must be stored in the medication box or fridge in accordance with medication instructions and out of reach of children. All short term medication must be returned to the parent at the end of the child's session. Long term medication should be stored as above.

Administration of medicine

Only approved staff are allowed to administer prescribed medicine. This includes any prescribed skin creams as well. Another member of staff must witness the approved staff procedure to administering medication. The approved list at present is:

**Manager
Deputy Manager
Supervisor**

Health Care Plans

Where a child is prescribed medication for a medical need such as eczema or asthma the Nursery Manager along with the child's keyworker will develop a Health Care Plan with the parent.

The Nursery Manager will agree with the parent how to recognise when the condition is getting worse and when to administer medication. The parent must also complete the Parental Agreement Form so that staff can administer medication.

Where the child has a long-term medical condition such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be put in place with the parent, Nursery Manager and relevant Health Care professional. The parent must also complete the Parental Agreement Form so that staff can administer medication. Advice from the relevant Health Care professional will be sought to determine whether the administration of the medication requires training.

Health Care Plans should be developed prior to the child starting at the Nursery. If the condition develops when the child already attends the Nursery then a Health Care Plan must be developed immediately with the input from the parents and appropriate Health Care Professionals.

In some cases it may be necessary for childcare to stop until the Health Care Plan and appropriate training has been put into place. This will be determined by the Nursery Manager after consultation with relevant Health Care professionals. This is to ensure that the nursery remains a safe place for the child and ensures that Nursery staff can meet the needs of the child appropriately and provide the level of support that is required.

Illness & sickness at nursery

If a child becomes unwell while at nursery the illness/child temperature procedures will be followed (see sickness policy)

Emergency medication

If a child appears unwell during the day, for example has a raised temperature, then the setting manager/ senior staff member calls the parents and asks them to collect the child or send a known carer to collect on their behalf.

The child must be kept cool by removing top clothing, sponging their heads with cool water and kept away from draughts.

A child's temperature is taken and checked regularly, using Fever Scans or other means i.e. ear thermometer.

If a baby's temperature does not go down, and is worryingly high, then Calpol may be given after gaining verbal consent from the parent where possible. This is to reduce the risk of febrile convulsions, particularly for babies under 2 years old. Parents sign the medication record when they collect their child.

A setting cannot take bottles of non-prescription medicine from parents to hold on a 'just in case' basis.

Settings do not normally keep such medicine on the premises as they are not allowed to 'prescribe'. However, given the risks to very young babies of high temperatures, we do keep an emergency bottle of Calpol in a secure cupboard in the managers office as the risk of not administering may be greater. Ofsted is normally in agreement with this.

In all cases, parents of children under two years must sign to say they agree to the setting senior administering paracetamol-based medicine in the case of high temperature on the basis that they are on their way to collect.

Such medicine must never be used to reduce temperature so that a child can stay in the care of the setting for a normal day. The use of emergency medicine does not apply to children over 2 years old. A child over two who is not well, and has a temperature, must be kept cool and the parents asked to collect straight away.

Food Allergies

Food allergies are estimated to affect 1% or 2% of the adult population and are more prevalent in infants and children. The most common allergenic foods are eggs, milk, fish, shellfish, peanuts, soya, wheat, tree nuts and seeds.

Allergies to certain foods can be particularly acute. If a child suffers from a severe food allergy, we need to know the exact ingredients in their food, because even a tiny amount of the allergenic food could result in a severe reaction.

A full risk assessment will be completed on an individual basis.

We take steps to:

- Make sure we know which children suffer from an allergy and a care plan is in place if required.
- If severe allergens are included in a menu, we will pass information to key workers, cooks and those who supervise nursery children during meal times.
- Information about those children suffering severe allergic reactions will be displayed in each room of the nursery on the allergy list.
- Ensure that staff are aware of Company Policy of administration of medication and First Aid.
- Provide staff training in dealing with allergies.

Managing Medicines on Trips and Outings

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name of the medication. Inside the box, with the medication is a copy of the consent form/ medication form with the details as given above, which the parent signs on our return. On no account may medicine be decanted into other containers or packets or envelopes. The original pharmacy labelled medication should be within the box.

Staff are to look out for any adverse side effects of the medicine.

Staff medication

The nursery manager must be informed if staff are taking any medicine. Practitioners must not be under the influence of any substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to work with children, they must seek medical advice.

Management are responsible for ensuring staff members on medication are able to care for children properly. All medication must be stored appropriately and out of the reach of children.

Medication Request Forms will be retained with children's records for 3 years.

Parent partnerships

The above information is shared with parents in the following ways:

- Information in prospectus given to prospective parents/new parents
- Induction materials - main points of policy given as part of induction, parents required to sign to agree to points, recommended absence information given

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