

49-Medication

EYFS: 3.19, 3.46, 3.47

At Country Buttercups we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). 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.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

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 when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to a member of staff who will then note the details of the administration on the appropriate form in the child's individual file and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission 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
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- 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 guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff 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. (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 will be made on the form

- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administered*)

- Due to Paracetamol and Nurofen masking many illnesses, we do not permit attendance of any child who has been given these medicines prior to their session at nursery as this indicates your child is not ‘fit for nursery’
- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, dependant 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 does exhibit the symptoms for which written 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 or person in charge, 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, the written permission being granted by a parent and the medical history of the child on their registration form
- The reasons for nursery staff to administer liquid paracetamol are:
Mild teething pains (without temperature)
Post- immunisation symptoms (without temperature)
Earache/cold (without temperature)
Following medical advice (eg. Broken bone/alongside antibiotics after 48 hours exclusion/other pain relief)
Such medication will be treated as prescription medication with the nursery providing one specific type of medication should parents wish to use this, permission sought on registration
- A paper copy will be signed on collection and this medicine form will be completed if any medicine is administered and will state the dose given and when it was administered
- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. 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
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child
- 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 will decide if the child is fit to be left at the nursery. Circumstances include mild teething, minor earache/sore throat or

any other ailment that is not contagious, displaying a temperature and is primarily used for pain relief. The child must be 'fit to learn and play'. 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 daily 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
- The nursery DOES NOT administer any medication unless prior consent is given on a paper copy for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections (excluding Epi-Pens), pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this 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.

For Epi-pens and auto-injectors, only trained staff will be permitted to administer these, any child who is identified as potentially requiring an auto-injector shall be asked to provide a named spare Epi-pen/auto-injector to be kept at nursery at all times and replaced when the expiry date passes. Nursery may hold spare auto-injectors for an emergency and will administer under medical instruction.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot 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 to care for children they must inform their 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 behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the locked container in the kitchen, signed in/out and a health questionnaire completed so Managers are aware of any medications being taken by staff. In all cases it must be stored securely out of reach of the children, at all times. To ensure this, it must be taken away from children and stored immediately after use. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, in a locked cupboard which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff and the key to the locked cupboard shall be kept on top of the box. Any antibiotics requiring refrigeration must be kept in a fridge compartment inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. 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 agree to administer medication.