

## MEDICATION POLICY

At Hopes and Dreams Nursery School, we promote the good health of children attending the Nursery School and take necessary steps to prevent the spread of infection (see Sickness and Illness Policy). 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 School 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 (only UK licensed medication will be administered).
- Those with parental responsibility for any child requiring prescription medication must hand over the medication to a member of staff and complete a medicine form.
- 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 School will not administer a dosage that exceeds the recommended dose on the instructions or give two medications at one time 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 School 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 in each instance.

- At the time of administering the medicine, a senior member of staff, in the presence of a witness, 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.
- 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.

### **Antibiotics**

We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell). This is because it is important that antibiotics take effect and children are allowed to rest when they have first become ill and require a course of antibiotics.

### **Non-Prescription Medication**

The Nursery School will not administer any non-prescription medication, homeopathic products, teething gels, or any other over the counter medication.

### **Liquid Paracetamol**

- If a child needs liquid paracetamol during their time at Nursery School, such medication will be treated as prescription medication with the Nursery School providing one specific type of medication – *Paracetamol Oral Suspension sugar free, colour free* – should parents wish to use this.
- Upon registration, parents will be asked if they would like to fill out a medication form to consent to their child being given *Paracetamol Oral Suspension sugar free, colour free* in particular circumstances such as an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given, the specific brand name of non-prescription medication and a signed statement to say that this may be administered in an emergency if the Nursery School cannot contact the parent.
- A supply of – *Paracetamol Oral Suspension sugar free, colour free* – will be stored on site. This will be checked at regular intervals by the designated 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, the Nursery School will make every attempt to contact the child's parents. Where parents cannot be contacted then the Nursery Manager on duty 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 School, 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 School 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 until the parents collect the child.
- The Nursery School will only administer ONE dosage of liquid paracetamol to the child during their time at Nursery School.

## Non-Prescription Cream for Skin Conditions

- For any non-prescription cream for skin conditions e.g. E45, prior written permission must be obtained from the parent and the responsibility is on the parent to provide the cream, which must be clearly labelled with the child's name. Creams must be in their original containers and the information on the crema must be in English.

## Injections, Pessaries, and 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 this child. This training is specific for every child and not generic. The Nursery School 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.

**The Nursery School DOES NOT administer any medication unless prior written consent is given for each and every medicine.**

## Staff Medication

- All Nursery School staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children 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 the Nursery Manager on duty and seek medical advice. The Nursery Manager on duty 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 person's locker/separate locked container in the room where staff may need easy access to the medication, such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and must 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, which is out of reach of all children.
- Emergency medication, such as inhalers, Emerade autoinjector, and EpiPens will be kept in a clearly labelled bag for each child/staff within easy reach of in case of an immediate need, but will remain out of children's reach.
- Any antibiotics requiring refrigeration must be kept in a fridge 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.

Implemented on: January 2020

Signed on behalf of the Nursery School:  .....

Next Review Date: January 2021