

6.3 Medication

EYFS: The Safeguarding and Welfare Requirements
3.19, 3.46, 3.47

Policy Statement

At Hopes and Dreams Nursery, we promote the good health of children attending the nursery and take necessary steps to prevent the spread of infection (see policy **6.2 Sickness and Illness**).

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness or if they have a high temperature.

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.

Procedures

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 (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:
 - 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.
 - 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.
 - 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 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 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. 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 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 Management Team 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
- On joining the nursery, parents will be asked to sign permission for the following non-prescribed medication that will be supplied by the nursery.
 - Calpol/Liquid Paracetamol
 - Piriton
 - Sudocream
- These will be stored on site and checked at regular intervals by a designated member of staff to make sure that they comply with any instructions for storage and are still in date. The reasons and procedures for administering these, along with the dosage are clearly printed on the consent form.
- 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.
- For any other non-prescription medications, prior written permission must be obtained from the parent and the onus is on the parent to provide the medication which should be clearly labelled with the child's name. As with prescribed medication, the nursery will only accept medication that has the

instructions written in English. The only non-prescription medications the nursery will administer are:

- Nappy cream other than the Sudocream provided by the nursery
- Teething gels/powders
- Creams for dried skin e.g. E45, not diagnosed as eczema or other skin complaint
- If any child is brought to the nursery in a condition in which they may require medication sometime during the day, the Management 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

Dealing with a child who has a raised temperature

- On joining the nursery, parents are asked to sign a consent form for staff to administer Calpol/Liquid Paracetamol provided by the nursery in the case of a raised temperature.
- Calpol/Paracetamol will only be given if a child's temperature reaches 37.8°C or above. The nursery will not administer for any other reason unless parents provide a prescribed bottle, and we will then follow the procedure for prescribed medication.

Procedures when a child has a raised temperature

- If the child seems unwell or warm to the touch, then a member of staff would take their temperature using the electronic thermometer. If it 37.8°C or above, we would undress the child and offer them fluids to drink
- Staff will then monitor the temperature every 10 minutes for up to 30 minutes. If it hasn't gone down, then we will contact the parents to gain permission to administer Calpol following the instructions on the box. (Should the temperature be higher than 38°C, we will wait a maximum of 10 minutes)
- We will have already obtained written permission in case we are unable to contact parents in which case, a member of the Management Team will then authorise the administration of the Calpol.
- Parents are asked to call the nursery after one hour to check on the child's progress. If the temperature is still over 37.8°C then they will be asked to collect their child, but if it has gone down, then we will just continue to monitor the child. If the temperature goes back up, even after 4 hours of administering the medicine, the nursery will not administer a second dose. The child must be collected.
- If the temperature reaches 40°C or above, children will need to be cooled down using tepid water and management will make the decision on whether or not the parents need to collect immediately. If we are unable to reduce the temperature below 40°C with tepid sponging, Management may make the decision to call 999.
- If parents have informed us that their child was given Calpol in the morning, then we must record the time in our room diaries so all staff know that Calpol cannot be given before the 4 hours is up. If the child's temperature goes above

38°C before the 4 hours is up, then the parents must be called to collect the child. If the child's temperature goes above 38°C after the 4 hours, we will follow our procedure for treating temperatures.

**** Please note that during Covid-19 or any such pandemic, any legal requirements of us will override this policy.***

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

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 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 Management and seek medical advice. The Nursery Management 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 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.

Legal framework

- Medicines Act (1968)

Reviewed: April 2022	Next review date: April 2023
Signed on behalf of the nursery: <i>L. Thorpe Zircanska</i>	