

Nursery Days/Kids Days Medication policy



When dealing with medication of any kind in the nursery, strict guidelines should be followed.

prescribed medication

- prescribed medicine can only be given to the person named on the bottle for the dosage stated
- the parent or guardian of any child requiring prescribed medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form. Another member of staff should check these details
- the parent or guardian should give prior written permission for the administration of each and every medication, however we will except 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, 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 should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength / does needs to be given
- in the case of medication that may need to be given to a child in the case of them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given
- the nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctors letter
- the parent or guardian should be asked when the child had last been given the medication before coming to nursery; this information should be recorded 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 or guardian'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 should be made on the form
- where medication is "essential" or may have side effects, discussion with the parent should take place to establish the appropriate response

- wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. 3 x daily, rather than 4 x daily.

non-prescribed medication

- the nursery will administer non-prescribed medication for a period of three days. After this time medical attention should be sought
- if a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication with the onus being on the parent to provide the medicine. Follow the prescribed medication procedure
- on registration parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol which can be given in the case of an increase in the child's temperature. 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 liquid paracetamol and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent
- if a child does need liquid paracetamol during the day and the 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 non-prescribed cream for skin conditions e.g. sudocreme, prior written permission must be obtained from the parent/guardian and the onus is on the parent to provide the cream which should be clearly labeled 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. If the child is staying, the parent or guardian must be asked if any kind of medication has already been given, at what time and in what dosage
- as with any kind of medication, staff will ensure that the parent or guardian is informed of any non-prescribed medicines given to the child whilst at the nursery, together with the times and dosage given
- the nursery DOES NOT administer medication unless prior written consent is given for each and every medicine.

injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. (If this causes a problem in providing appropriate care of a child, please consult Ofsted).

staff medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health & Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

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 and under supervision at all times. If this box is left unguarded at anytime throughout the day, we have a procedure in place to ensure the safety of any child or adult in the nursery, including visitors, parents and siblings able to access the area.

emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need of them.

All medications should be in their original containers or they will not given. All prescribed medicines 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.

Medicine Procedure

1. A named member of staff with the written permission of the parent/carer may only give children on medication for controlling conditions such as epilepsy, asthma or diabetes.
2. Any medication administered must be recorded on a nursery days medicine form. All entries must be signed by the parent/carer at the end of the session.
3. All medicines must be kept in a locked cupboard or fridge.
4. Before calpol is administered staff must inform the nursery supervisor or deputy and check that permission has been given. Children must be provided with their own labelled calpol.
5. Always check that the medicine is prescribed for that child.
6. Nursery days can never exceed the recommended dosage if at the parents/carers wishes.

This policy links to:

EYFS Unique child – 1.3 Keeping Safe
1.4 Health and Well-being
Positive relationships - 2.1 Respecting each other
2.2 Parents as partners
2.4 Keyperson
Learning and development3.4 Wider context
EYFS statutory requirements – Medicines
ECERS/R and ITERS – Personal care routines
Every child matters – Be healthy
Staying safe

Signed:

This policy was adopted on 24th August 2009

This policy will be reviewed: 1st review August 2010

