



Administrating Medication Policy

We promote the good health of children attending nursery 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.

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

Procedure

We aim to do this by:-

- ❖ Having a ***medication book*** in all three rooms

The medication book is filled in by the parent giving direct instructions of the child's name, what medication, when it was last taken, when the next dose is required and the correct dosage. This is then signed by the parent.

The medication book must then be filled in by the staff member each time the medication is given. This is witnessed by another member of staff who will watch and check both the medicine and dosage (do not ask a student or supply staff to witness). This signature is to say that everything given and witnessed was correct.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription from a doctor or dentist can be given without written consent but the medication book must still be filled in following the directions on the prescription from the doctor.
- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- 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

- If a child becomes unwell in our care and medication has not been signed for, the key worker must call parents to collect them or sign them up for medication.
- Any inhalers or creams that do not need to be kept cold will be kept in the first aid cupboard or draw; these will need written consent from the parent's and instructions on use and timing and will be kept in agreement folder labelled (Permissions)
- All medication is stored in a high cupboard, draws or in the child's room refrigerator.

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 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
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.
- All medication must have a clear label on with the child's name and date.
- 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
- If a child becomes unwell in our care and medication has not been signed for, the key worker must call parents to collect them or sign them up for medication.
- Any inhalers or creams that do not need to be kept cold will be kept in the first aid cupboard or draw; these will need written consent from the parent's and instructions on use and timing and will be kept in agreement folder labelled (Permissions Folder)
- All medication is stored in a high cupboard, draws or in the child's room refrigerator.

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 every member of staff caring for

this child. This training would be 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.

Staff medication

All nursery staff have a responsibility to work with children only when they are fit to do so. Staff must not work with children when they are infectious or too unwell to 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 they must inform their line manager and seek medical advice. *The nursery manager/person's line manager/registered provider 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 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 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, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff 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 agrees to administer medication.

Returning to Nursery

Children should only return to Nursery after the isolation period for the following infections have ended.

Chicken pox

After spots heal over around 5 days

Diarrhoea and vomiting

24 Hours after diarrhoea & vomiting has stopped

Conjunctivitis

When symptoms have cleared

Impetigo

When lesions are crusted over or healed

Hand, Foot & Mouth

This is a contagious virus and children must be kept off until symptoms have gone and the child is well

Signed on behalf of the nursery	Date for review
	September 2017