

## Elephant and Castle Child Care Centre Medication Policy and Procedure

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness, Health and Hygiene 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 setting, strict guidelines will be followed.

### **Prescription medication**

- Prescription medicine will only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Those with parental responsibility of any child requiring prescription 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 and another member of staff should 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 accepted for that brand name of medication and cannot be used for the 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/Carers should 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 a doctor's letter.
- The parent/carer must be asked when the child had last been given the medication before coming to nursery, this information will be recorded on the medication form. Similarly when the child is picked up, the parent/carer must be given precise details of the times and dosage given throughout the day. The parents/carers signature must be obtained at both times.
- At the time of the administering the medication, a senior member of the team 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/carer will take place to establish the appropriate response.
- Wherever possible ask parents/carers to request GPs prescribe the least number of doses per day, i.e. three x daily rather than four x daily.

### **Non-prescription Medication**

- The nursery will 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 needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication. Permission will be sought and confirmed over the phone.
- On registration, parents/carers 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 circumstance 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/carer.
- An emergency nursery supply of fever relief and anti-histamines will be stored on site. Aspirin will not be accepted unless prescribed by a doctor.
- If a child does require liquid paracetamol during the day and the parents/carers cannot be contacted then the senior 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, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Administration of liquid paracetamol will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing, fanning, cooling with a wet flannel. The child will be closely monitored until the parents/carers collect the child.
- For any non-prescription cream for skin conditions e.g. sudocrem, prior written permission must be obtained from the parent/carer and the onus is on the parent/carer 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 senior on duty will decide if the child is fit to be left at the nursery. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage, this must be stated on the form.
- As with any kind of medication, staff will ensure that the parent/carer 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 written consent is given for each and every medicine.
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parent/carers will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

### **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. The training would be specific for each child and not generic. If this causes a problem in providing appropriate care of the child, we would consult with Ofsted.

### **Storage**

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

Emergency medication, such as inhalers and epipens, will be kept within easy reach in the office.

Any antibiotics requiring refrigeration must be kept in the refrigerator in the kitchen.

All medications must be in their original containers, 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 the prescription was issued. This will all be checked along with expiry dates, before staff agrees to administer medication.

This policy and procedure was adopted by the nursery in August 2013, it will be reviewed annually and amended as necessary.

Signed on behalf of the setting.