

## Policy Statement

At Goldilocks Nursery we promote the good health of children attending Nursery and take necessary steps to prevent the spread of infection (Refer to: "Sickness & Illness Policy" & "Exclusion Policy").

Whilst it is not our policy to care for sick children (Refer to: "Sickness & Illness Policy"), we do however agree to administer medicines as part of maintaining their health and wellbeing when recovering from an illness.

If a child requires medicine we will obtain information about the child's needs 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.

## Prescribed Medicines

### **Internal medicines**

- I. The child must have been taking the medication for a minimum of **48 hours** after the first dose before being accepted back into the nursery. They may only return providing they are well enough and are not contagious (Refer to: "Exclusion Policy")
- II. Once the 48 hours have elapsed the authorised staff can continue to administer the prescribed medication in line with stated instructions (please see below).
- III. The nursery will not give medication that has not been specifically prescribed and intended for the child in question.

### **External Medicines**

- I. The child must have had the medication applied for a minimum of **24 hours** after the first application before being accepted back into the Nursery. They may only return providing they are well enough and are not contagious (Refer to: "Exclusion Policy")
- II. Once the 24 hours have elapsed authorised staff can continue to administer the prescribed medication in line with stated instructions (please see below)
- III. The nursery will not give medication that has not been specifically prescribed and intended for the child in question.

## Over the counter medicines (non-prescribed)

### **Internal medicines**

- I. They need to be clearly labelled with the child's full name
- II. They can be administered in line with stated instructions (please see below)
- III. Calpol/Nurofen, the Nursery will not administer over the counter medication to mask an illness, if the Nursery manager/deputy/key person feels that the child is unwell then they will contact the parent/carer and ask for the child to be collected.

- IV. However if the child has a temperature and we have been unable to make contact with the parents/carers, providing the Nursery has written consent and we feel the child is deteriorating, we will administer Calpol (Refer to: "Sickness & Illness Policy")
- V. In certain circumstances e.g. if the child is known to be teething, has had a vaccination or has a note from the GP, at the Managers discretion Calpol will be administered providing the Nursery has written consent.
- VI. An emergency Nursery supply of fever relief will be stored onsite in a locked medicine cupboard in the Nursery office, however will only be used in emergency cases as stated above.

### **External medicine**

- I. They need to be clearly labelled with the child's Full name
- II. They can be administered in line with stated instructions (please see below)

### **Administration of medication**

- I. All medication entering the Nursery will be recorded in the medicine book in medication cupboard
- II. A medication short term/medication long term/Care plan form must be also completed for the child with written consent (parents/carers must allow time in the morning to fill relevant forms if bringing in medication)
- III. All medication must clearly be labelled with child's full name
- IV. All medication must be in their original container/box (we will refuse any medication which is not)
- V. All medication must be either be stored in the medicine cupboard in office or in medicine box in kitchen fridge upstairs or downstairs
- VI. The only people to administer medication will be authorised staff.
- VII. Before any medication is administered, staff must check whether relevant forms have been completed, if there was another dose given before, when it was given and signed by parent
- VIII. A witness must be present when medicine is administered and should also check through the forms and parents signature
- IX. When both staff are satisfied then the medication can be administered
- X. As soon as the medication has been administered, the relevant form will be completed and signed and again checked by the witness member of staff and signed
- XI. Both the medicine giver and the witness will be equally responsible for all medication given
- XII. Parents will need to sign the medication forms everyday even if a care plan has been put in place
- XIII. Nursery staff will be aware of the needs of the children on long-term medication, a care plan will be put in place working closely with the parents/carers to ensure that administration of medicines is consistent with the child's medical needs.
- XIV. For medication that is used long term we require to see a medical report from the Doctor i.e. inhalers.

## Managing medicines on trips and outings

- I. If children are going on outings, the key person for the child will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- II. Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Inside the box is a copy of the consent form and a medication record form to record when it has been given. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.
- III. On returning to the setting the form is signed by the parent at pick up.
- IV. If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- V. This procedure should be read alongside the outings procedure.

## Medication Forms

- I. Medicines will only be administered with written consent by parent/carers
- II. Medication Form (short term) will be used for medication that needs to be administered for 5 days or less.
- III. Medication Form (long term) will be used for medication that is needed for more longer terms, it should also be used alongside a Care Plan
- IV. A Care Plan will need to be set up for any child who is on long term medication
- V. Medicine will only be administered at the times stated by parents/carers on the form in accordance with the prescribed dosage of the medication
- VI. The only time this will not be effective is if the child is asleep at the nominated time, in which case the medication will be administered as soon as the child awakens. The time of the next dose will then be calculated by the medicine giver, along with the witness, in accordance with the time difference stated by the parents/carers and information stated on medication. It will then be recorded on the form, and the parent informed of the changes when signing the form at the end of the child's session.

Should a parent/carer not complete the form clearly then a new one will be emailed over to the parent to complete and send back immediately. Should they not be able to do this then the medication will not be given to the child.

Where appropriate it may be necessary for staff to attend specific training on administration of medicines e.g. Epi pen training. We will source the best outlet for any training needs required. Any member of staff who has not been authorised or has any queries about this policy must not administer any medication, both internal and external, and they must seek advice from the Nursery manager immediately.

Parents/Carers **MUST** inform staff if the child has been given any medication prior to attending their session.