

Medicines policy

EYFS: 3.19, 3.44, 3.45, 3.46

At **Happy Days Day Nursery** 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.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

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 to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medicines should hand over the medicines to the most appropriate member of staff who will check the information displayed on the bottle. Child's name, date prescribed, dosage amount, expiry date then note the details of the administration will be recorded on the appropriate form, another member of staff will 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 medicines or for the ongoing use of a particular medicines under the following circumstances:
 1. The written permission is only acceptable for the named medicines and cannot be used for similar types of medicines, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage outlined on the medicines is the only dosage that will be administered with written consent from parent/carer. We will not give a different dose. 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 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 at both times
- At the time of administering the medicine, **management** 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. **Only Management can administer medication and must have a witness present.**
- If the child refuses to take the appropriate medicines, then a note will be made on the form

- Where medicine is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication

- The nursery will not administer any non-prescription medicines including cough medicine, exclusion to teething powders and teething gels.
- If a child needs liquid paracetamol during their time at nursery, such medication will be treated as prescription medicines with the *onus being on the parent to provide the medicine/nursery providing one specific type of medicines should parents wish to use this.
- On registration, parents will be asked to fill out a medicines form to consent to their child being given a specific type of liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child’s temperature or a wasp or bee sting. 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 non-prescription medicines and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent
- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by management to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit symptoms of being unwell during the day management 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 liquid paracetamol based on the terms; of the parent agreement form being signed on registration, and time the child has been in the nursery, the circumstances surrounding the need for this medicines and the medical history of the child on their registration form. Giving non-prescription liquid paracetamol will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. lower temperature the nursery will remove clothing. The child will be closely monitored until the parents collect the child. If a child is sent home unwell they will need to be absent from the nursery for at least 24hours, or until professional medical advice has been obtained.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent 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 prescribed medicines 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 must be asked if any kind of medicines has already been given, at what time and in what dosage and this must be stated on the medicines form
- As with any kind of medicines, staff will ensure that the parent is informed of any non-prescription liquid paracetamol medicine given to the child whilst at the nursery, together with the time and dosage given

- The nursery DOES NOT administer any medicines 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, 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 medicines.

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 they are infectious or too unwell to meet children's needs. This includes circumstances where any medicines 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 medicines, is affecting their ability they must inform their line manager and seek medical advice. The manager Jo Brown 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 medicines. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medicines, any such medication must be kept in the person's bag and locked in the staff room, where staff may need easy access to the medicines 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 medicines for children must have the child's name clearly written on the original container and kept in the kitchen which is out of reach of all children.

Emergency medicines, 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 the kitchen fridge inaccessible to children.

All medicines must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription 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 medicines.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2022</i>	<i>Jo Cowan Brown</i>	<i>September 2023</i>