

At I Can Day Nurseries we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sick child policy No. 15). 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 when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility of any child requiring prescription medication should allow a member of staff to have sight of the bottle. The staff member should note the details of the administration on the nursery medication 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 acceptable for that brand name of medication and cannot be used for 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 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.
 4. 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; this information will 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 signature must be obtained at both times
- At the time of administering the medicine, a 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 will be made on the form. The parents will be contacted to inform them and to decide on the next steps. The agreed decisions will be recorded on the medical form.
- We will **NOT** administer a child's first ever dose of medication including that for pain and temperature relief

- Children are not permitted to attend the Nursery for the first 24 hours following the administration of or changing a course of medication. This is to ensure that the parent monitors any allergic reaction at home. Additionally, it is likely that the child will not be well enough to cope with the Nursery day at this early stage of their illness and reduces the risk of cross infection to the other children or staff team.
- Children who have been prescribed antibiotics will **NOT** be admitted into the Nursery for the first 24 hours of the course of treatment.

Non-prescription medication (*these will not usually be administered*)

- 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
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the nursery providing one specific type of medication should parents wish to use this
- On registration, parents will be asked to sign their contract to say that the nursery can administer a specific type of liquid paracetamol or antihistamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. The contract 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 medication 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 (Calpol) and anti-histamines (Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery 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 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. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. Sudocrem, or teething gels/powders 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 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 must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given. Parents will be required to sign a medication form when the child is collected.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Emergency Medication

If a child requires emergency medication, such as inhalers and EpiPen's then a letter from the child's doctor verifying the need for this medication and the details of the child's condition will be required before the child can start the nursery.

The parents will complete a care plan explaining when and how the medication may need to be administered.

If a child requires an EpiPen the manager will ensure that there is always a member of staff on site, when the child is attending the nursery, who has been trained in how to administer the medication. This member of staff will ideally be working in the room that the child is based in. It may be necessary for staff training to take place prior to a child starting nursery.

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.

Emergency medication, such as inhalers and EpiPen's, 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 an area inaccessible to children.

All Calpol and Piriton is stored in the Managers office. All Calpol and Piriton is stored in its original box.

All medications must be in their original containers, legible and not tampered with or they will not be given. All instructions should be printed in English. 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 agree to administer medication.

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. This training would be specific for each child and not generic.

Under no circumstances is medication to be given without full authorisation from the parent. Where a parent has requested medication to be administered, a Medication Form must be completed as follows:

- Child's name
- Date of instruction
- Name of medication;
- Details of the condition the medication is prescribed for
- dosage and frequency
- When the dose is to be given and the duration of the treatment
- Time of last dose

This instruction should be signed by the parent and counter-signed by a member of the nursery management team to acknowledge their understanding of the instruction.

This form must be completed in full. Failure to do so **MUST** result in a refusal to administer the medicine. Parents should complete the previous dose details on the Medicine Administration Form on arrival at Nursery.

Administering Medication

- Two members of staff **MUST** always be present to administer medication - one of whom shall be a Room Senior or member of the management team and the other must be at least a level 2 qualified member of staff.
- The information on the medication label, the child's identity and the time of the last dose on the Medicine Administration Form must be checked by both members of staff before administering the medication
- Staff must ensure that hygiene is maintained at all times. Hands should be thoroughly washed before administering the medicines and where appropriate gloves and tabards should be worn i.e. administering creams or lotions.
- Under no circumstances must a child be given a 'top up' dose where the child has refused all or part of the medication

Storage of Medication Administration Forms

The original copies of these forms should be stored in each child's individual confidential file.