

Administering Of Medicines Policy

Often when children are not well the best place for them to be is at home with family members to ensure that they are receiving the care they need. We are aware that there are many times where children are well enough in themselves to attend nursery but may need to take medication or may have long term medication needs.

However:

- The nursery manager in consultation with the nursery staff will not allow the child to be left at nursery, or will contact parents/carers to collect the child if they appear not to be well in themselves for example, being distressed, lethargic, wanting to sleep rather than play and not eating.
- Medicines will only be administered at nursery when it would be detrimental to a child's health not to do so.
- Wherever possible medicine doses should be timed to avoid administration during the nursery day.

If your child has been deemed unwell and has been prescribed medication by a GP the following policy will be adhered to:

- If antibiotics are given to a child, for the first 24 hours of administering they will not be allowed to attend nursery, this is to ensure that your child does not have an allergic reaction to the medication or any other side effects, e.g. diarrhoea or vomiting. Also generally a child is not well enough to be in nursery when antibiotics have first been prescribed and nursery staff unfortunately cannot provide one to one care.
- Other than Calpol, teething gels/liquids and nappy creams, only prescribed medication will be given to children. The medication label must clearly show the child's name, date of birth, date of the medicine's issue and administering instructions.
- Medication will only be administered following the instructions on the label and using an official dosage device such as a syringe or medicine spoon.
- A medication consent form must be fully completed and signed before any medication is administered to a child. This will cover the medication details, dosage,

times of administering and length of time medication will be needed for as well as other information.

- Parents/carers will be asked what time the last dose was given to the child, when the next dose of medication is due and if it has to be taken with, before or after food. The time of the last dose given must be recorded on the administration form and signed by the parent/carer.
- For all medication we will only administer during the nursery day if necessary, it is the parents/carers responsibility to administer before and after nursery and ensure that doses are timed appropriately to ensure the child has their full daily dosage of medication.

Calpol

Calpol should be brought from home if you are aware that your child needs it for a specific reason, e.g. running a slight temperature or teething for example. However we will not administer Calpol 'just in case'. We will have a nursery supply of Calpol that we can use in an emergency situation if your child develops a high temperature unexpectedly if you have signed consent for us to use this.

We will not administer this if we can not verify with a parent/carer that the child has not had Calpol (or any other paracetamol based medicine) recently, especially if it is within 4 hours of them arriving at nursery. We will always try to make telephone contact with parents/carers before administering any Calpol.

Storage of medication

- All medicines will be stored following the guidelines on the medication label.
- For medication that needs to be refrigerated this will be kept in the kitchen fridge in the building that the child attends.
- Medication that can be stored out of the fridge will be kept in the kitchen in the building where the child attends and all staff in the room will be made aware of its location, and it will be labelled with the child's name.

Ongoing medication

We are aware that some children may need ongoing medication for example inhalers.

- A medication form must still be signed and regularly reviewed with the parent/carer.

- Parents/carers are responsible for informing the nursery of any changes to administering needs, e.g. dosage.
- If the medication is an inhaler, it must be either left at nursery, or if there is only one, it must be brought in every day that the child attends. Unfortunately we will not allow a child to attend if they do not have their inhaler at nursery. (See Asthma policy for more information)

Care plans

If a child comes into nursery with a specific health need, e.g. epilepsy, asthma etc. a health care plan will be drawn up to ensure that all staff are aware of all factors that affect the child, treatment needed, medication required and what to do in an emergency.

If a child comes into nursery with a specific health care need we will always try to organise training for the nursery staff on this particular health care need.

As stated above we will only administer following the medications administering instructions, in regards to dosage, timings and length of time medicines are to be administered for.

Managing medicines on trips and outings

- If children are going on outings all staff attending must be aware any medication needs within the group of children.
- Medication for children will be taken in a container or bag clearly labelled with the child's name and name of the medication. Inside the container or bag will be a copy of the consent form and the administration record to be completed as it normally would be within nursery (If a care plan is in place a copy of this will also be included)
- On returning to the setting the administration record is signed as per normal procedure.
- If a child on medication has to be taken to hospital, the staff present must ensure medical staff are aware of the medication the child has taken and when it was last administered.

Please also see sick child policy.

REVIEWED AND REVISED: 17.3.15

REVIEWED BY: TERRI CARTER