

Written February 2022

Reviewed by LS Feb 23

## MEDICATION POLICY

Humming Bees Day Nursery promotes the good health of children attending the nursery and takes necessary steps to prevent the spread of infection (see sickness & 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.

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

### PRESCRIPTION MEDICATION

Staff members are permitted to give medication to the children providing the following are adhered to:

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Children must be absent for the first 24 hours of any course of prescribed medication to ensure they do not develop any reactions to the medication
- Manager's discretion must be used if it is a repeat course of the same medication
- 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 Medicine Form and another member of staff should check these details
- Medical authorisation forms are to be completed daily for each medication. A new form should be used for every child to ensure confidentiality is kept
- Those with parent responsibility must give prior written permission for the administration of each medication by completing the Medicine Form
- Parents should notify us immediately if the child's circumstances change e.g., 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 must be asked when the child had last been given the medication before coming to nursery, this information will be recorded on the Medicine 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 senior 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
- Only qualified senior members of staff may give medicine to children. This person is responsible for ensuring the medication form has been completed correctly
- A member of staff must witness the administration of medication
- 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 will take place to establish the appropriate response

- Wherever possible we will ask parents to request that GPs prescribe the least number of doses per day

### **NON-PRESCRIPTION MEDICATION**

- The nursery will administer non-prescription medication for temperature purposes only whilst at nursery, dependant on the condition of the child. Parents will be contacted prior to this and advised to seek medical attention if needed
- 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 Infant Suspension medication during their time at nursery, such medication will be treated as prescription medication. The nursery provides paracetamol should parents wish to use this
- On registration, parents will be asked to fill out the Parent Consent Form for a specific type of infant suspension medication, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, and a signed statement to say that this may be administered in an emergency if they cannot contact the parent.
- If a child does require emergency medication during the day and the parents cannot be contacted then the nursery manager/room leader 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 emergency medication 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 tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child
- If a child does require emergency medication during the day due to an increase in temperature of 38 degrees or above, then parents will be required to collect their child within the hour if the temperature does not reduce.
- For any non-prescription cream for skin conditions, e.g., Sudocreme, prior written permission must be obtained from the parent on the Parent Consent Form 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
- The nursery does not administer any medication unless prior written consent is given for each medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given

### **HEALTH CARE PLANS**

- Any child who is deemed to have a medical condition and requires regular or emergency medication will require a care plan and risk assessment
- Care plans should be completed in partnership with parents prior to a child starting the nursery
- A copy of the completed care plan should then be stored in a clear sealed container with the child's name and photograph on, in the child's playroom along with their required medication
- A copy of the child's care plan should also be stored in the child's personnel file
- If staff require specific training to administer the child's medication, this will need to be in place prior to the child being left in the care of the nursery