

Medication Policy

The nursery is committed to providing the highest quality care for all the children at the nursery. We recognise the need to ensure that only children who are well enough attend nursery. This is to prevent the spread of infections and because we understand that children learn and develop best when they are healthy and well.

We also recognise that on occasion children will require medication to be administered whilst at nursery. We are committed to working closely with parents to minimise any risks associated with the administration of medicines. We have developed the following policy and procedures to ensure that the greatest care is taken whenever children are given medicine:

- ❖ When children first join the nursery, staff will ask parents or carers to make themselves familiar with the nursery's policies and procedures and especially policies relating to illness, medication and the administration of medication.
- ❖ When children join the nursery and subsequently when staff hold meetings with parents, parents will be reminded that they should only bring their child to nursery when they are well enough. Parents will also be reminded that they are responsible for informing staff each day, about any issues or concerns relating to their child's health, including any sickness or illnesses since their child last attended nursery.
- ❖ To further support this approach, staff will ask parents each time their child comes into nursery, about their child's health and wellbeing. Staff may decide not to admit a child, if it is felt that attending nursery would not be in the child's interests or the interests of the other children.
- ❖ If a child has been unwell, parents/carers will be encouraged to contact the nursery for advice and guidance before bringing their child into a nursery session.
- ❖ Parents/carers will be made aware of the need to inform the nursery as soon as possible about any changes to the information held by the nursery about their child's on-going health or medical needs
- ❖ The nursery will regularly send parents/carers copies of information held about their child's medical status for updating. Parents are asked to ensure they always check and return this information.
- ❖ Parents/carers will be required to ensure any children's medication is handed to a member of staff on entering the nursery. This is to ensure that appropriate documentation and procedures are maintained and that any potentially harmful products are stored safely whilst

at the nursery. Parents must make sure that at no time any medication is left in a child's bag without having brought this to the attention of staff each day.

- ❖ All medicines shall be kept in a locked cupboard or in the fridge in the kitchen, both of which are inaccessible to children.
- ❖ No medication will be given to a child at the nursery without the written permission of the parent/carer.
- ❖ In most cases staff will only agree to administer prescribed medication, as instructed by a GP. In cases of babies who are teething or where children are recovering from a mild illness, staff will discuss the child's needs with the parents and may agree to administer a proprietary fever control medication where this has been prescribed by a doctor, nurse, pharmacist or dentist. The nursery will only ever administer medicines containing aspirin if prescribed by a doctor.
- ❖ Once a child has been prescribed antibiotic medication, they should not return to nursery for at least 24 hours after the first dose of medication has been administered. This is to ensure there is no adverse reaction to the medication and to ensure the child is well enough to return to nursery.
- ❖ An administration of medicine form is to be filled out each session medication is given, (the only exception to this is when a child is following a prescribed course of medication lasting a number of consecutive days)
- ❖ The administration of medicine form is to be signed by both the parent and a manager at the beginning of a session and then parents will be asked to countersign against each dose administered, at the end of a session. Junior members of staff will not be given responsibility for filling in this form.
- ❖ When filling in the administration of medication form staff must ensure they collect all relevant data including when medication was last given at home, storage guidance and any background information. Parents must understand the importance of staff collecting this information and agree to spend the necessary time filling in forms. Staff may decide not to administer medicine if insufficient information is given by a parent/carer.
- ❖ Each time medicine is administered, two members of staff, one of whom must be a manager, will check the instructions on the administration of medicines form, verify the medicine being given is the correct one; and will be present to check the exact dose being given and the time it is given.

- ❖ For children receiving ongoing or long term medication, a separate form will be filled in which will can be used for the duration of the medication being administered. Staff will inform parents each day of the actual medication administered and the form should be updated regularly in cases where medication is to be administered over many weeks or months.
- ❖ When a child becomes poorly at nursery, staff shall monitor the child and contact parents/carers immediately to discuss the appropriate response.
- ❖ Should a child become unwell during a session, Parents must agree to collect their child from nursery, as soon as possible, if requested to do so by staff.
- ❖ In cases of teething or mild fever, or where there might be a delay in the parent/carer returning to collect their child, parents/carers may make a verbal request that staff administer fever control medication such as Calpol. In such cases, this request must be made to two members of staff and the nursery reserves the right to withhold agreement. If the request is agreed, staff must write down details of the medication requested to be administered on a medication form and repeat back to the parent the exact medication and dose to be administered. This process must be witnessed by a second member of staff throughout.
- ❖ The manager of the nursery or the duty manager in charge each session, shall have overall responsibility for the administration and safe keeping of all medicines.

