

Medication

Policy

Reviews and Amendments:

• Implemented	02 nd January 2014	Laura Leigh Wayman
• Reviewed	16 th August 2014	Laura Leigh Wayman
• Amended	07 th February 2014	Laura Leigh Wayman
• No changes	06 th November 2014	Laura Leigh Wayman
• Reviewed	18 th February 2016	Sara Bradley
• Updated	10 th March 2017	Carla Gibson

Child's Play Private Nursery Ferryhill

Policies and Procedures

Medication Policy

Providers on the Early Years Register must meet the safeguarding and welfare requirements set out in the Early Years Foundation Stage. The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

Child's Play Private Nursery must and does adhere to the following:

- We have and implement this policy, and procedures, for administering medicines.
- We have a system for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. This is done initially when a child is registered via registration form and care plan. We also have detailed medication forms.
- Training must be provided for staff where the administration of medicine requires medical or technical knowledge. (We do this in compliance with the local early year's advisory team)
- Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. – This is in the form of a medication form.
- We keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. – see medication form.
- Ensure that those practitioners only working directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times. – see staff management policy
- Keep a record of written parental permission to seek emergency medical advice or treatment for their child, this is gathered in the child's registration form.

Authorised persons to administer medication- only management and senior staff who have a relevant paediatric first aid qualification are permitted to administer medication to children in the setting. The management/senior member will also have a witness present when administering medication. [Sara Jane Bradley \(Deputy Manager\)](#) also holds a safe handling of medicines qualification.

All qualified paediatric first trained staff are authorised to administer inhalers and creams for example nappy/skin creams, staff are to follow instructions parents have provided on the medication form.

Knowing if medicine has been administered before attending nursery- it is the responsibility of the practitioner welcoming, meeting and greeting the child to ask if the child has had any medication prior to attending nursery. If they have they must log this on a medication form.

Managing medicines- The procedure for managing prescription medicines that need to be taken during the session/day are stored in the medical fridge (in office/First aid room) where stated, otherwise will be found in the first aid drawer located in the manager's office: 'Medicines should only be taken to (school or) settings when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the (school or) setting day'. (Managing Medicines Guidance – DfES, March 2005)

What information we record when administering medication:

- Prior written permission from parents- signed declaration
- Full name of the child.
- Current room
- Date of birth of the child.
- The date medication was provided.
- The type of medicine
- Name of Practitioner taking details
- The name of the medicine.
- The strength of the medicine
- The expiry date of the medicine.
- Reason for medication
- The time/frequency of administration.
- The dosage to be given
- Name of staff who administered the medication
- Member of staff's signature who administered and witnessed
- The time it was given
- Parental signed acknowledgement upon collection to acknowledge they know when the medication was give.

Trips and outings- The settings procedures for managing prescription medicines on trips and outings is that a senior member of staff if no management member is present can administer the medication with TWO witnesses. The medication will be stored in an additional bag/package.

Refusing to take medication- No staff member should/would not force a child to take medication but record the information on the medication form. They will also contact the parent or carer to inform them. However, we will try and encourage the child as much as possible in a friendly way to take the medication.

If a child becomes ill whilst at nursery- please refer to our illness and injury policy.

Long-term or complex medical needs- if a child in our setting has long-term or complex medical needs we will ensure detailed actions plans/ health care plans for procedures are in place. Meeting with parents will be required to ensure it will be put into place. This may involve discussing dietary needs, pre-activity precautions and any other side effects of the medication. We will also aim to seek additional training for staff members who are involved in looking after and caring for the child.

Non-prescribed medication- Health Protection Unit guidance, December 2006 states, “*Staff must not usually give a non-prescribed medicine to a child unless there is specific prior written permission from the parent. Providers must only give this medication when requested to do so by a parent and where there is an accepted health risk to do so. This medication should not be given routinely, and blanket consent should not be given by a parent to cover all non-prescription medication.*”

Children under 16 should never be given medicines containing aspirin unless a doctor has prescribed that medicine for that particular child. You should make this clear to parents and have consideration for this when putting in place your medication policy.

If a child runs a temperature of 38.0 or over (fever) Child’s Play Private Nursery will contact the parent to ask for permission to administer paracetamol or ibuprofen to help reduce the fever. Again the medication form will be filled in as normal apart from the practitioner making the call we sign to confirm that they were given verbal permission via phone call and at what time to administer the medication.

Self-held medication- for children who are capable to we will support and encourage them to manage their own medication- administer their inhaler to help treat asthma systems.

Safe storage of medication- medication which needs to be refrigerated will be kept on the medication fridge (located in office/first aid room), they will be in their original containers, clearly labelled. Otherwise all other medication will be stored in a box in the managers’ office. All medications will be clearly labelled with the child’s name. Only staff members will have access to medication. Inhalers and other emergency medication such as a epi-pen will be kept in the child’s room in a box out of children’s risk.

Staff medication is stored in the manager’s office (see staff management policy)

Emergency medication and Sun creams, are located in the managers office (first aid drawer and outings drawer). They are stored where children do not have access (staff only areas) again these are appropriately labelled with children’s names, as provided. Otherwise all sun creams are that of which are bought by the nursery (permission received upon initial registration) So that they can be used immediately as and when required.

Disposal of unused medication- ‘*Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.*’ (Managing Medicines Guidance – DfES March 2005)

Prior parental consent for emergency treatment -In the case of a serious accident or illness occurring, we contact the parent immediately and take appropriate action. In the unlikely event of the parent not being available, the manager will assume charge, and efforts will be made to contact emergency contacts.

It may be necessary to take the child to hospital/doctors along with all relevant details, including prior parental consent for emergency treatment, sought during initial registration.

Useful resources and websites

- www.ofsted.gov.uk
- Managing Medicines in Schools and Early Years Settings Search for reference number DFES-1448-2005 at www.education.gov.uk
- Including Me – Managing Complex Health Needs in Schools and Early Years Settings Jeanne Carlin ISBN: 1 904787 606 Tel: 020 7843 1900
- Health Protection Unit Guidance December 2006 www.hpa.org.uk
- Mencap www.mencap.org.uk 020 7454 0454

- Health and Safety Executive (HSE) www.hse.gov.uk 08701 545500
- Department of Health (DOH) www.dh.gov.uk 020 7873 0011

Young People's Health and the Administration of Medicines- Children's Schools and Families Guidance May 2012

<http://www.surreycc.gov.uk/learning/teachers-and-education-staff/information-and-guidance-for-teachers-and-schools/young-peoples-health-and-the-administration-of-medicines>

Contacting emergency services:

Request for an ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: (insert your number)
2. Give your location as follows: (insert setting address)
3. State that the postcode is: (insert postcode)
4. Give exact location in the setting: (insert brief description)
5. Give your name.
6. Give the name of the child and a brief description of the child's symptoms, along with the child's date of birth
7. Inform ambulance control of the best entrance and state that the crew will be met.
8. Paediatric first aider to take instruction, until medical help arrives and they take over treatment.

Speak clearly and slowly and be ready to repeat information if asked.

Think about where you display this information.

Other policies to consult-

- Illness and injury policy
- Accident/ injury policy
- Documentation policy
- Child Protection policy
- Confidentiality policy
- Admissions and registration policy
- Outings policy

Pediatric First aiders:

- Current information is held on the settings Single Central Record (SCR)
- Course and training information can also be found in the setting CPD folder.