

# Medication

We promote the good health of children attending the nursery and take necessary steps to prevent the spread of infection (see sickness and 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.

## Procedures

- The nursery **DOES NOT** administer any medication unless prior written consent is given for each and every medicine.
- The first dose from all new medicines must be given by parents before medication is brought into the nursery.
- All medicine must be brought to nursery with the medication information leaflet. **Staff are unable to accept and administer medicine without the information leaflet.**
- All medicines brought to nursery must be in their original containers.
- All medicines brought in must be entered in the medication sheet, including the reason for medicine and the last time it was administered. All this information must be recorded by the parent.
- All parents must complete all appropriate sections of the nursery medicine sheet, staff must complete remaining sections
- All staff must complete child's individual medicine dosage sheet for every medication.
- Medicines must be labelled by staff with the child's name, date, medicine name, time of dosage and recommended dosage.
- All staff must check that the recommended dosage on the medicine label agrees with what parents have asked for.
- Children cannot be given a higher dose than is recommended on the medicine label.
- Staff must check the expiry date on all medications before giving a child medicine. If medication is out of date staff will contact parents immediately.
- Children cannot be given medication that is out of date.
- Medicines must be stored following recommendations on medicine.
- The nursery will not administer a dosage that exceeds the recommended dose on the medicine instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.

- Medicines containing aspirin will only be given if prescribed by a doctor. The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescriptive medication for a short initial period, dependent 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-prescriptive medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- For any non-prescriptive cream for skin conditions e.g. Sudocrem, 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.
- When administering medicine staff must sign the appropriate section of the medicine form; this will be checked and signed with another member of staff.
- If a child refuses to take their medicine staff must immediately contact the child's parents to inform them of why the medicine has not been given.
- Medicine must be signed for by the parent when returned to them at night on both the medicine and the dosage sheet.

### **Long term medication**

- Medication stored permanently on nursery premises must be recorded on the overnight storage sheet and resigned by parents every 28 days to confirm the details are correct.
- Parents/Carers of children on medication which is stored on nursery premises must complete the Long Term Medication Record every time the child is brought to nursery. Both staff and parents/carers must ensure this is done. The only exception to this is children on medication which must be given with all food they eat.
- Children who require medication in nursery on a long term basis must have an individual care plan which details illness, symptoms, dosage and procedures for staff to follow should medication be required. This must be signed by parents and all staff.
- Parents of children on long term medication are only required to complete a medicine sheet once. The child's care plan will be followed in place of a daily medicine sheet. Parents must notify the nursery of any changes to medicine and dosage which will require the medicine sheet and care plan to be rewritten. The child's care plan will be reviewed every six months.

### **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 every member of staff caring for this child. This training would be specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

## Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children when they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice. The manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept securely in their own personal bag within the staff kitchen. It must not be kept in the first aid box.

## 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.

Emergency medication, such as inhalers and EpiPens, 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 a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. 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 be checked, along with expiry dates, before staff agree to administer medication.

## Documentation

- Medicine Sheet
- Individual dosage sheet
- Long Term Medication Record

National Care Standards- Health and wellbeing, Standard 3

Well-managed service, Standard 14

Signature	Position	Date