

Medication

At Little Treasures Nursery 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.

We follow the Care Inspectorate guidance on the management of medication in daycare of children and childminding services when dealing with medication of any kind in the nursery and this is set out below.

Procedures

- Prescription medicine will only be given to the person named on the bottle for the dosage stated.
- Early learning and childcare practitioners should not give the first dose of a new medication to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction.
- Medicines must be in their original containers with their instructions printed in English and where possible early learning and childcare practitioners should always read and retain the information which is supplied with the medicine.

Staff are unable to accept and administer medicine without the information leaflet.

- 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.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. 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 If medication is out of date staff will contact parents immediately. Children cannot be given medication that is out of date.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 its label.
- 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.
- If the child refuses to take the appropriate medication or spits it out, then a note will be made on the form and parents informed immediately.
- We do not keep an emergency communal nursery supply of fever relief and anti-histamines on site (following Care Inspectorate guidance). If a child does exhibit the symptoms that would require non-prescription medication during the day, e.g. a high temperature the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then staff will help to reduce the child's temperature, contact the child's emergency contact and seek further medical advice if the child is showing other signs of being unwell - for example, they are floppy and drowsy or you are concerned about them.
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.
- 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.
- Medicine must be signed for by the parent when returned to them at night on both the medicine and the dosage sheet.
- Where a child is given too high a dosage of medication or if the wrong child is given the medication then staff will call an ambulance and the 'Transporting a child to hospital' procedure from the Sickness and Illness policy will be followed.
- 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.

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 three 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 where 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 their line manager and seek medical advice. The nursery 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 in a separate closed container in the staff kitchen where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name and date of birth clearly written on the nursery provided, plastic lidded container and kept out of reach of all children. All containers must have their lids kept on them.

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. These medications must be stored in a lidded plastic container and then stored in the fridge drawer away from any foods.

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

Health and Social Care Standards:

Dignity and Respect- 1.1, 1.2, 3.1, 3.4, 4.1, 5.4

Compassion- 2.8, 3.8, 4.3

Be Included- 3.11, 3.13

Responsive Care and Support- 1.14, 1.15, 1.19, 1.24, 3.14, 3.16, 3.18, 3.19, 4.14, 4.15, 4.16, 4.17, 4.18

Wellbeing- 2.23, 4.27

Signature	Position	Review Date