

Administering and storing medicine policy

Introduction

Salford Family Nurseries promotes the good health of children attending nursery and takes 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.

On admission to the setting parents will be asked to provide details of their child/rens needs for medicines. This will be reviewed and kept up to date by the child's Key Person.

- Medicines must not 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)
- (Over the counter) If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine. Staff will check that the medication is age appropriate and in date. Staff will also request the child's name and date is put on the medicine.

Prescription medication

- Prescription medicine will only be given to the person named on the original pharmacy label and only for the dosage stated
- Medicines must be in their original containers
- 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 appropriate form and another member of staff should check these details
- We will only administer medication prescribed in the United Kingdom and written in English to ensure that staff can follow the instructions on the medication.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a 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 medication form and signed by the parent/carer. 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. (It is important to note that staff's working with children are not legally obliged to administer 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 ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.

- The nursery will administer medication for a short initial period, dependant 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 further medical attention rather, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- The nursery staff follow the guidance from the Health and Infection Control in schools and Early Years settings for those illnesses which are noted as "communicable diseases"
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine
- On registration, parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the specific brand name or

type of liquid paracetamol 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 liquid paracetamol during the day and the parents cannot be contacted then the nursery manager 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 (including prior written consent). Liquid paracetamol will be administered if the child has a fever or is appearing distressed. Staff will also offer plenty of fluids and monitor the child's temperature until they are collected.
- For any creams for skin conditions e.g. Sudocream, 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 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/Deputy Manager/Team Leader 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 and every medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

Initials of the child, medication, time required should be recorded onto the white board in the child's room.

The named staff who has access to medication are Nursery Manager, Deputy Nursery Manager and Team Leaders.

When parents/carers are taking the medicine home they will be asked to sign the medicine out and confirm their awareness of the time the last dosage was last given in the setting.

Managers and Team Leaders should regularly check the expiry dates on the medicines which are left long term in the medicine cupboard. Parents will be informed of any medicines which have expired e.g. inhalers.

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 each member of staff caring for this child. This training would be specific for each child and not generic. Where it is known that a child has an ongoing medical condition that requires ongoing medication staff and parents will review the child's medical needs termly. The onus is on the child's parent/carer to inform staff of any changes to the child's medication. We will work in partnership with community nurses or other relevant professional to meet the requirements of individual children where it is possible for us to do so.

Staff medication

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that member of staff ability to look after children properly. Staff medication on the premises must be securely stored, e.g. their own locker and out of reach of children at all times.

The first aid box should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should 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 and under supervision at all times.

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 and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in a fridge in an area inaccessible to children. All medicines must be kept in the medicine cupboard,

All medications must be in their original containers, 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 all be checked, along with expiry dates, before, staff agree to administer medication.

This policy was updated: August 2023

Signed on behalf of the nursery:

Reviewed by: Debbie Evans, Val Worrall, Joanne Kirk, and Angela Jones, Sukwinder Singh

Date of Next Review: August 2024