

Medication Policy

What this policy covers

This policy outlines which medication we can administer to children and the procedure for administering it. Katie's Kinder Care for health and safety we do not permit children who are deemed as 'poorly' onto the premises (see Sickness Policy).

Which medicines we can administer

We will only administer medication that is prescribed by a medical professional. This includes paracetamol, cough medicines, allergy relief medication etc. We do have an exception to paracetamol when a child becomes ill whilst at nursery – please see the section on paracetamol. We will administer nappy creams and teething gels that can be bought over the counter but parents will be asked to sign the permission sheet on the All About Me sheet before staff can apply these.

The medicine should have a dispensing label that clearly gives the child's name, date of birth, pharmacy name, date prescribed and amount and frequency to be given. The date on the medication must be relevant to the date of the illness. Managers or Room Leaders can only give the dosage as stated on the pharmacy label.

The nursery can refuse to administer prescribed medication if the medication is 14 days past the prescribed date.

Antibiotics

Please note that children who have been prescribed Antibiotics are not permitted to return to nursery until 24 hours after first taking them.

This is for health and safety reasons, to ensure that the child does not have an allergic reaction to the medicine, please note that even if your child has had antibiotics before there is still a risk they can have a reaction. This exclusion applies to infectious and non-infectious illnesses.

The exception to Antibiotic's is:-

If a child has an ongoing medical matter and is waiting for treatment at hospital and will need repeat prescriptions of antibiotics up until that treatment takes place, we can allow children to attend nursery immediately after each new prescription of Antibiotics provided that we have a letter from the child's doctors or consultant confirming this.

As the administration of injections, pessaries and suppositories represent intrusive nursing they will not be administered by any member of staff.

If a child requires an Epi Pen or inhaler the child will not be allowed to start nursery until full training had been given to all staff on how to use these. If a child has an ongoing condition that requires an Epi Pen, inhaler or other medical device they must be produced to a member of staff at each session that the child attends, failure to do this will result in the child being refused entry to nursery.

The procedure for administering medicine

Before we can administer prescribed medicine the parent/carer needs to fill in a medicine form giving details of the child's name, date of birth, name of medicine, amount and frequency to be given, time the last dose given at home, date medication commenced and date due to be completed.

The form needs to be signed by the parent a member of staff and a member of management. All medicines will be stored in the staff room fridge/locked cupboard in the office and cupboard in the Pre School Room which is not accessible to children.

At the time of administering medicine the member off staff will asked the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed

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form. Another member of staff will witness the medicine taking and sign the medicine form to state they witnessed it.

It is important to note that staff working with children are not legally obliged to administer medication.

If the child refuses to take the medication a note will be made on the form, where medication is essential or may have side effects discussions with the parents must take place to establish the appropriate response.

When the child is collected from nursery the parent/carer will again be asked to sign the medicine form to acknowledge that the medication has been administered.

The medication must be collected after each session and cannot be left on nursery premises. If a child refuses to take the medicine the parents will be asked to come and administer the medicine or the child will have to go home.

Ongoing medication

For ongoing prescribed medication an ongoing medication form will be completed and signed by parents daily to ensure that information is accurate and up to date.

Paracetamol medication needed for an illness or condition (i.e. Calpol etc)

If a child requires paracetamol for an illness or condition (i.e. teething etc) it will only be administered at the discretion of the management and if it has been prescribed by a medical professional with a dispensing label that clearly gives the child's name, date of birth, pharmacy name, date prescribed and amount and frequency to be given. If a child needs paracetamol for longer than 2 days, we will ask parents to seek further medical advice and the management can refuse to allow the child to attend nursery if the child is deemed poorly.

Paracetamol medication needed when a child becomes ill while at nursery

If a child's temperature starts to rise **while at nursery** and gets to 38°C (100°F) we can administer paracetamol (Calpol) to help bring their temperature back down, we keep a bottle of Calpol at nursery for such an occasion.

We will only do this if we have a parent's written permission on file. Each time a child has a temperature at nursery we will do the following:-

- We will check that we have parent's written permission on file to state they allow us to give a one off dose of paracetamol while at nursery.
- We will ring the parent and inform them that their child has a temperature and ask if they give verbal permission for nursery to administer a dose of paracetamol on this occasion. We will also ask if the child has had any other medication on that day and record it on the medication form. We will check with parent the dosage we can give in line with what it says on the bottle/box.
- If permission is granted, the Nursery Manager, Deputy Nursery Manager or a Room Leader will give a dose (as stated on the bottle for the age of child) of paracetamol and ensure another member of staff witnesses it.
- If permission is not granted then the parent will be asked to come and collect the child from nursery.
- The person who has administered the paracetamol will complete the medication form, signing it and then asking the witness to sign it.
- **If the temperature of the child does not come down within an hour after this dose of paracetamol and/or the child is deemed as poorly the parents will be called and asked to collect their child.**
- When a parent collects their child, they will be asked to sign the medication form.

- If we cannot get hold of either parent/carer immediately medicine will be given at the manager's discretion.

We would ask all parents to adhere to the policy of the nursery in this matter and to seek clarification if they are unsure.

PLEASE REMEMBER THAT A CHILD WHO IS UNWELL WANTS HIS OR HER PARENTS.