

## **Medication Policy.**

**Link to Every Child Matters: Be Healthy**

**Links to the Early Years Foundation Stage: Safeguarding and Welfare Requirements: Health – Medicines 3.19, 3.44, 3.45, 3.46**

### **Policy statement**

At Small World Nursery we promote the good health of children attending 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 strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

The nursery **WILL NOT** administer any medication unless prior written consent is given for each and every medicine.

While it is not the nursery's policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. Small World Nursery will ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

### **Illness**

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the Nursery Manager will decide if the child is fit to be left at the nursery.
- For information on infection control and infectious diseases visit the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded.

### **Duties of Parents**

- To ensure that your child is well enough to attend the nursery even if they are on medication.
- To inform the nursery in writing about your child's health needs when registering with the nursery and again as soon as there are any changes to these needs.
- To provide any medication required, and ensure that it is fit for use, and clearly labelled
- To provide prior written consent on a short or long term medication form.
- To pass on to the nursery staff any information you have about the side effects or adverse effects of the medication that your child is taking, whether administered at home or within the last 24 hours.
- To ensure that the nursery staff understand how and when to administer the medication, no staff member may undertake the administration of any medication until confident in the process.

### **Permission/Consent**

Parental consent must be given in writing on a short or long term medication form before any medication can be administered. Long term medication is checked on a regular basis to ensure that the information we hold is still accurate and the parent/carers must sign the form to consent to it still being given.

Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- the full name of child and date of birth;
- the name of medication;
- the times the medication was last administered
- the dosage and times to be given at the nursery;
- the method of administration;
- how the medication should be stored and its expiry date;
- any possible side effects that may be expected; and
- the signature of the parent, their printed name and the date.

### **Medication in the Nursery**

- Before administering medication to any child we will require written agreement from the parents
- This agreement (usually a Medication Form) should include;
  - the child's name
  - the name of the medication
  - the required dose and agreed time of administration
  - Clearly stated whether the medication is on-going or to be taken up until a particular date
  - Possible side effects, and/or the information leaflet that is normally supplied by the manufacturer made available
- Medication is only accepted in its original labelled container
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form
- For non-prescription medication the nursery reserve the right to determine the number of days the medication will be given before requesting parents/ carers further input or the advice of a healthcare professional. This will be based upon the individual child and condition
- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager before continuing.

### **Non-prescription Medication (also known as over the counter medicine)**

The practitioners will **never** give a non-prescribed medicine to a child unless there is written permission from the parents. The practitioners will check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parental agreement for the nursery to administer medicine. A short written agreement with parents may be all that is necessary. Where a non-prescribed medicine is administered to a child it will be recorded on a medicine form and the parents are informed. The parents are then required to counter-sign the medical form. If a child suffers regularly from frequent or acute pain then the nursery will encourage the parents to refer the matter to the child's GP. Medicines containing aspirin will only be administered if prescribed by a doctor.

- 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
- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescribed medication for a short initial period and only if necessary. After this time parents / carers will be advised to seek medical advice
- The nursery reserve their right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required
- For all medication the parent/carer must give prior written permission for the administration of each and every medication

- Medicines must be in their original containers
- This also applies to non-prescription creams or ointments for skin conditions e.g. Sudocrem
- The parent / carer will complete the relevant form to enable the nursery to administer the medication(s) required. The form will include:
  - Child's name and date of birth
  - Name and strength of medication
  - Dose
  - Any additional requirements (such as to be taken with food)
  - Expiry date whenever possible
  - Length of treatment (will not be exceeded)
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication
- Parents must notify the nursery 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
- Any significant changes in the details listed above must be recorded on a new form and countersigned by the parent/ carer
- The nursery will only administer as per the information listed on the form
- At each visit the child's parent/carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter-signed by the parent/carer
- When the child is picked up from the setting, the parent / carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- 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.

### **Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist**

Prescribed medication is the property of the person for whom it is prescribed, and may not be used for anyone else. The nursery will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. All prescribed medicines must be supplied to the nursery in its original clearly labelled prescription packaging and include the prescriber's instructions for administration and dosage including inhalers, and can only be given to the named person on the prescription label. On receiving the medication, the member of staff will check that it is in date and prescribed specifically for the current condition.

The nursery will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription only medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated
- Medicines must be in their original containers
- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use
- The parent/ carer will complete the relevant form to enable the nursery to administer the medication(s) required. The form will include;
  - Child's name, date of birth
  - Name and strength of medication
  - Dose
  - Any additional requirements (such as to be taken with food)
  - Expiry date whenever possible
  - Dispensing date

- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes
- Parents must notify the nursery 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
- Any change in the details listed above must be recorded on a new form with counter signature from parent / carer
- The nursery will only administer as per the information listed on the form
- At each visit the child's parent/ carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter signed by parent/ carer
- When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- 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

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

### **Emergency Medication**

On enrolment of your child at our nursery, parents will be asked if they are happy to give consent to 'emergency' treatment being given. This would be only deemed necessary for specific circumstances. Parents/ carers will be asked to complete a form to give consent. This form will include:

- The circumstances in which 'emergency' medication will be given e.g. High temperature (above 37.8°C)
- The specific medication (drug name) e.g. Paracetamol
- Dose to be administered will follow the guidance on the original container e.g. following age / dosage instructions
- Statement that medication will only be given if the nursery is unable to contact the parent
- An 'emergency' nursery stock of medication may be kept on site
- Stock medication will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children)
- Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date
- If a child experiences symptoms of illness, attempts will be made to contact the child's parents before administering 'emergency' medication
- Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given at registration
- Administering 'emergency' non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.

### **Children who have long term medical conditions and who may require ongoing medication**

- The nursery will carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of the nursery manager alongside the child's key person.
- Parents will be asked to contribute to a risk assessment and sign in agreement. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.

- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining nursery's role and what information must be shared with other adults who care for the child. The individual health plan should include the measures to be taken in an emergency.
- The nursery will review the individual health plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.

### **Administering Medication**

- As a general guideline before administering medication to a child the staff member should:
  - Wash their hands
  - Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
  - Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form
  - If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional

Small World staff are responsible for the correct administration of medication to children for whom they are the key person for. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In [the absence of the key person/my absence], [the manager is/my assistants are] responsible for the overseeing of administering medication.

- Medication will only be administered by a level 3 qualified practitioner.
- No child will be given medicines without their parent's written consent.
- The practitioners will check: the child's name, prescribed dose, time due & expiry date prior to administering the medication.
- The nursery will keep written records each time medicines are given.

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

At all times every member of staff who administers medication must be witnessed by another member of staff and that witness must sign the appropriate form once the medication has been administered.

### **Injections, Pessaries, Suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is 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.

### **Refusing Medication**

If a child refuses to take their medicine, the practitioners will not force them to do so, Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should staff

attempt to hide the medicine in food or drink, unless there is express written permission from parents to do so. A record will be kept of the child's refusal. The parents will be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the nursery's emergency procedures should be followed.

It is normally considered poor practice to give medicines covertly, although in rare cases where the health professionals judge that it is in the child's interests to do so, this is acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions as some medicines can react with certain foods it is advisable they have sought advice from their pharmacist before doing this.

### **Medication Errors**

- Occasionally mistakes may happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. It is important to be open and honest if errors occur
- Parents should be contacted and the mistake explained to them:
  - In the case of a missed dose, the dose may be able to be given at a later time. The parent may be able to advise
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting
- The Nursery Manager will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

### **Supply**

All medication must be supplied by the parent/carer. Nursery staff are not permitted to buy and administer medications to children with the exception of calpol which will only be administered in an emergency situation.

### **Storing Medicines**

- All medication will;
  - Be stored in accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
  - Be stored in a closed box
  - Be kept out of the reach of children
  - Be in their original containers
  - Have labels which are legible and in English
  - Be clearly marked with child's name and date of birth
- Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach
- Any 'stored' medication such as Nursery stock of Paracetamol or a child's inhaler, will be regularly checked to ensure the product is still within its expiry and therefore suitable for use.

Large volumes of medicines should not be stored. Practitioners will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

The senior practitioner in each room is responsible for making sure that medicines are stored safely in a lockable medicine cupboard that is located in each of the rooms. These cupboards are

kept out of reach of children with the key in the lock. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children in an emergency. Other non-emergency medicines should generally be kept in the medicine cupboard which is not accessible to children.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

### **Disposal of medicines**

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and hand to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

The practitioners should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. The nursery has a contract with PHS for sharps disposal.

### **Managing medicines on trips and outings (Should be read alongside the Care of Children off of the Premises Policy).**

If children are going on outings, the key person will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.

On returning to the setting the card is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

### **Hygiene and Infection Control**

All practitioners should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Practitioners have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Staff training**

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies. Practitioners should not give medicines without appropriate training from health professionals. When practitioners agree to assist a child with medical needs, the nursery will arrange appropriate training in collaboration with local health services i.e. epi-pen training.

### **Confidentiality**

The practitioners should always treat medical information confidentially. The manager should agree with the parent, who else should have access to records and other information about a child. If information is withheld from practitioners they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### **Record keeping**

The administration of medicine is recorded accurately on a medication form. It is given and is signed by the person administering the medication [and a witness]. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. This form is stored in the child's individual folder.

### **Legal framework**

- The Human Medicines Regulations (2012)

This policy was adopted by	Small World Nursery
On	12 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)





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### Short term Medication Form

<b>Name</b>		<b>Date of birth</b>	
<b>Name of medication</b> (including brand if non-prescription)		<b>Exact dosage required</b> (checked against instructions on medication)	
<b>Reason for medication</b>			
<b>Prescribed by and dispensed date</b> Prescription medicines will only be given if prescribed by a doctor, dentist, nurse or pharmacist		<b>Expiry date of medication (where applicable)</b>	
<b>Date needed:</b>		<b>Time Needed:</b>	
<b>Any specific requirements (e.g. before/after food, known side effects, where it should be stored)</b>	<b>Last Dosage Given</b>	<b>Any Reactions:</b>	
<b>Parent Signature:</b>		<b>Date:</b>	

#### To be completed by practitioner administering the medicine

<b>Date</b>	<b>Medicine</b>	<b>Time of medication administered</b>	<b>Dosage given</b>	<b>Any reactions</b>
<b>Administered by:</b>		<b>Witnessed by:</b>		
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>		<b>Date:</b>		



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### Week Long Medication Form

<b>Name</b>		<b>Date of birth</b>	
<b>Name of medication</b> (including brand if non-prescription)		<b>Exact dosage required</b> (checked against instructions on medication)	
<b>Reason for medication</b>			
<b>Prescribed by and dispensed date</b> Prescription medicines will only be given if prescribed by a doctor, dentist, nurse or pharmacist		<b>Expiry date of medication (where applicable)</b>	
<b>Date needed:</b>		<b>Time Needed:</b>	
<b>Any specific requirements (e.g. before/after food, known side effects, where it should be stored)</b>	<b>Last Dosage Given</b>	<b>Any Reactions:</b>	
<b>Parent Signature:</b>		<b>Date:</b>	

#### To be completed by practitioner administering the medicine

Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	
Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	

Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	
Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	
Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	
Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	
Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	
Date	Medicine	Time of medication required	Dosage given	Any reactions
<b>Administered by:</b>			<b>Witnessed by:</b>	
Any comments: Please note down any refusal of medication by the child.				
<b>Parental Signature:</b>			<b>Date:</b>	

