

Medication

At Brightsparks Day Nurseries we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness, illness and infection 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.

Illness & Medication

- If any child is brought to nursery in a condition in which they may require medication sometime during the day, the Nursery Manager or Deputy will firstly decide if the child is fit to be left at the nursery.
- 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 on the daily care records and shared with the child's Key Worker. It is the parent's responsibility to inform staff of any medication that their child has received before starting at nursery. This is to ensure additional medication is not given causing a potential overdose.
- Children who have been given medicine to control a fever will not usually be allowed to attend nursery that day.
- We exclude all children on oral antibiotics for the first 24 to 48 hours of the course. This is because it is important that children are not subjected to the rigors of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.
- 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*'

Medication provided by parents, prescribed and non-prescribed.

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

- Before administering any medication to a child that a parent has provided, we require written permission from the parents on our Medication Permission Form. This will include medication that is ongoing, medicine to be taken, up until a particular date, or medication only to be administered when certain symptoms arise. This would include products such as teething gel, however the application of any nappy cream or non-prescribed body cream will be recorded on our daily care records.
- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescribed medication for a short initial period as per instructed on the label, and only if necessary. After this time parents will be advised to seek medical advice.
- The nursery reserves 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
- Medication is only accepted in its original labelled container
- 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
- The nursery will only administer as per the information listed on the Medication Form
- The Medication Form will be shared with both Room Leader and Key Person and then presented to the Nursery Manager who will review and countersigned to authorise. This will be carried out the day the form has been completed and before ANY medicines are administered.
- At each visit the child's parent/ carer should inform us if there have been any changes to the requirements stated on the form.
- 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

- 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 medication form
- 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.

Emergency medication provided by the nursery

- At registration of a child to the setting, parents will be asked if they are happy to give consent to 'emergency' medication being given. This would be only deemed necessary for specific circumstances such as allergic reactions or high temperatures. Parents/ carers will be asked to sign to give consent.
- An 'emergency' nursery stock of Calpol, Nurofen and Piriton are kept on site in the office. Managers are responsible for ensuring that a supply of this medication is on site at all times
- 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
- Only one bottle of each medication is to be open at any one time. Once opened it must be clearly labelled with the date and time of opening and the name of the person who opened it.
- If a child experiences symptom 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
- A record of any emergency medication given will be recorded on the child's Medication Record Form.

Administration

- All liquid medication must be kept and drawn down into syringes in the office only. No medicine bottles are to leave the office.
- 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.
- As a general guideline before administering medication to a child the staff member should:
 - Wash their hands
 - Ensure a drink is available if appropriate
 - 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
- If a child refuses the medication, they must not be forced. 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
- It is normally considered poor practice to give medicines covertly, although in rare cases where health professionals judge that for the child's interests to do so, this is acceptable.
- If the child refuses to take the appropriate medication 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. This will be documented on the form accordingly.
- To prevent cross contamination should a child require further medicine to complete their dosage a second syringe must be used.
- Medicine spoons & syringes must be kept in a sealed container in the office. Once a syringe has been used it must be taken apart washed & left to dry before placing back into the container dismantled

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.

Medication Errors

- Occasionally mistakes may happen. 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.
- 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.

Disposal of Medication

- 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.

Staff Fitness to Work & 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 if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy
- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their manager immediately
- The registered provider 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 need medication, it is the staff members responsibility to ensure any such medication is kept securely and out of the reach of the children and it taken in an area that the children do not access to. (Staff room, office etc.) If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children.
- In all cases medication must be stored out of reach of children, but must not be kept in the first aid box. Any asthma pumps and epi-pens will be clearly labelled with the name of the member of staff.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>July 19</i>		
<i>Updated November 19</i>		