

5. Medication – amended Sept 2019

EYFS: 3.19, 3.44, 3.45, 3.46

At **BarBar 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.

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.
- 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.
- 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 in the Nursery Setting - General Guidance

- Before administering medication to any child we will require written agreement from the parents
- This agreement (usually a Medication Form) should include;
 - o the child's name
 - o the name of the medication
 - o the required dose and agreed time of administration
 - o Clearly stated whether the medication is on-going or to be taken up until a particular date
 - o 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.
- **Storage**
 - o 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
 - o 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
 - o 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.

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

(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
- We exclude all children on antibiotics for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours 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
- 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;
 - o Child's name, date of birth
 - o Name and strength of medication
 - o Dose
 - o Any additional requirements (such as to be taken with food)
 - o Expiry date whenever possible
 - o 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
- 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.

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

- 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/over the counter medication i.e. cough medicines etc.
- Parents are unable to supply medication and request staff to administer this during the day. If the child is deemed fit enough and medication is required the **parent/carer must come to the nursery to administer the medication** – if this is not possible then the child may not attend nursery.

Emergency Medication e.g. Calpol or Piriton

Calpol

- The nursery will only administer Calpol in an emergency situation and only for a short period of time and only if necessary- for example – a high temperature of 38°C and higher.
- The decision to administer Calpol is that of the Nursery Manager or person in charge of the Nursery
- The dose to be administered will follow the guidance on the original container e.g. following age / dosage instruction. An 'emergency' nursery stock of Calpol will be kept on site and it will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children). The stock will be checked at regular intervals by the Manager to ensure there is ample supply and is still within its expiry date
- If a child experiences a high temperature, initially attempts will be made to cool the child down by removing clothing and placing them in a cooler part of the Nursery.

- If this does not reduce the temperature enough, we consult the child's Registration form to see if consent has been given for us to administer Calpol.
- If there is consent and the child has been at Nursery for over four hours then we administer the Calpol. We inform the parent as soon as practicable afterwards.
- If the child has been at Nursery for less than 4 hours we call the parent to ensure that no Calpol has already been administered- if it hasn't we give Calpol- if Calpol has been administered we wait until 4 hours has passed but in the meantime the parent may choose to collect their child.
- If there is no consent for us to give Calpol on the Registration form then the parent will be asked to come to Nursery to collect their child or administer Calpol themselves. At this time we will not accept verbal consent over the phone but the Registration form may be altered by the parent for any future occurrences.
- Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive Calpol medication based on the symptoms and medical history of the child given at registration
- Children will be closely monitored and if their temperature still does not reduce the parent will be called to collect them.
- In severe cases an ambulance may be called as there is any danger that a child may be at risk of convulsions.
- Staff will only administer Calpol once during the course of a day; if a child requires Calpol more than this then the Nursery deems the child too ill to be at Nursery.
- Children requiring Calpol for longer than two days will not be able to return to nursery unless they have been to their GP; it is our concern that the use of Calpol can mask the symptoms of something else.

Piriton

- The nursery will only administer Piriton in an emergency situation e.g. an allergic reaction to a sting or bite involving redness/change of colour and/or swelling.
- The decision to administer Piriton is that of the Nursery Manager or person in charge of the Nursery; they will contact the parent for their consent before administering the Piriton. If consent is refused the parent must come immediately to collect the child.
- Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive Piriton medication based on the symptoms and medical history of the child given at registration
- The dose to be administered will follow the guidance on the original container e.g. following age / dosage instruction. An 'emergency' nursery stock of Piriton will be kept on site and it will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children). The stock will be checked at regular intervals by the Manager to ensure there is ample supply and is still within its expiry date
- Children will be closely monitored and if their allergic reaction does not reduce the parent will be called to collect them.

Administration of any medication

- As a general guideline before administering any medication to a child the staff member should:
 - o Wash their hands
 - o Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
 - o 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 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.

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.

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 line manager immediately
- The nursery manager / person's line manager/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 occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room. 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. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.

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:
 - o In the case of a missed dose, the dose may be able to 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.

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.

It is vital that this policy and procedures are respected and adhered too. The management's decision is final.

It is essential as a Nursery that we protect the welfare of the children. If a parent/guardian refuses to collect their unwell child, then this becomes a "child at risk" matter and we will have no alternative but to contact children's services.