Little Lingfields Ltd



Nursery

Policies & Procedures

‘Medication’

# Medication Policy:

Little Lingfields Ltd requires full medical information from parents and carers regarding their child’s medication and medical needs.

This information is to be stated on the registration forms and the nursery must be informed in writing of any changes. These changes must also be discussed with staff members to ensure appropriate care is provided at all times. All medication records are treated confidentially.

If a child requires long term medication (e.g. an inhaler) then a Care Plan must be completed by the parent/carer. Medication must be in its original container with the child’s name, specified dose and expiry date clearly stated.

Children with additional needs are provided with an individual box which contains the medication and a procedure sheet outlining when the medication is needed and what care they require. This box goes wherever the child goes while they are under the care of the nursery. This procedure is monitored and changed as necessary by the nursery Senco. If training is required to administer medication, this is undertaken by the child’s room leader and the nursery management team. This is to ensure that there will always be a member of staff in the building who is trained in the administration of the particular medication.

Only room leaders and management are to administer medication and there must also be another qualified member of staff present to check medication labels and witness the administration. **Both** members of staff must sign the medication form.

**Prescription medication** can be administered but onlywhen the **parent/carer** has completed and signed a Medication Form.

**Non–prescription medication** (e.g. Paracetamol) may only be administered if the parent/carer has given prior written permission on the child’s registration form, including the circumstances that they consent to this e.g. fever. If a child requires non-prescribed medication in emergencies (e.g. rise in temperature) then management must be informed before contacting the child’s parent/carer. Once verbal consent from a parent/carer is received then the medication can be administered. A Medication Form must be completed and signed by the member of staff who administered the medication and also signed by the witness. The medication form must also be read and signed by the child’s parent/carer when the child is collected from nursery. If verbal consent from a parent/carer cannot be obtained then **only** if parents/carers have given prior written consent in the ‘Registration Form’ can staff administer the non-prescribed medication.

Paracetamol will only be administered in the dose set out in the guidelines on the bottle with the maximum dosage being 7.5ml for up to 4 years of age. If a child arrives in nursery unwell, parents must provide their own medication. If a parent supplies their own Paracetamol and asks for their child to have this throughout the day then the **parent/carer** must complete a Medication Form on arrival to nursery. They must state the specific dose, times of day and reason for Paracetamol.

Storage of Medication

Medication is stored at the appropriate temperature and kept out of all children’s reach. First aid boxes are checked and refreshed regularly.

Staff who require medication whilst at work must keep medicines in their personal locker or in the nursery office. Medication must not be taken into the rooms or other areas where children are present.

* All medication must be in its original packaging with prescribed medication having a dispensary label attached.
* The medication must be within its best before date.

Medicine Administration

Medicines will not normally be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist.

The parent/carer will be required to complete a medication form with the following details:

* Name and date of birth of the child;
* Name and signature of parent/carer;
* Name of medication or treatment required;
* Reason for medication or treatment;
* Dose to be administered;
* Time to be administered;
* Signature of the practitioner being notified and completing the form;
* Date the form is being completed.

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.

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.

Parents must 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 written instructions from a relevant health professional such as a letter from a doctor or dentist.

The medication form will be updated on each arrival by the parent/carer with the following:

* Date and time of the last dose;
* The last dose amount;
* Initials by the parent/carer.

The practitioner who is responsible for completing the Medication Form with the parent will check the handwritten entries provided by the parent to ensure they are correct and completed in full, i.e. date completing the Medication Form and date the child last received medication.

The member of staff administering the medication needs to be a senior member of staff. There must be another member of staff present to witness the administering of medication.

The member of senior staff administering the medication and the witness must first check the following:

* That the medication was prescribed by a doctor;
* Child’s name is on the bottle;
* The dosage to be given;
* The use by date;
* The times to be administered;
* Last time the medication was administered;

The staff member and the witness are signing to confirm that they have undertaken all appropriate checks prior to administering the medication. This should be completed at the time of the administration of the medication and not retrospectively.

The medication form will then be updated by the administering practitioner and the witness, at the time of administration, detailing the following:

* Dosage given;
* Date and time administered;
* Signature of staff member administering the medication;
* Signature of staff witnessing administration of the medication.

On collection of the child the parent/carer will be required to sign the relevant entry on the medication form to acknowledge that they have been notified by the practitioner who administered the medication, of the child having taken the said medication or pain relief. Where the practitioner who administered the medication is unavailable they will delegate the notification task to a named person.

Medication forms are confidential and will be stored securely at all times.

Action to be taken in case of a breach of the medication policy

Should the policy be breached by nursery staff in any form, the following action must be taken immediately:

* Parent/carer to be notified via the quickest method available (e.g. if the child has already been collected the parent must be contacted via telephone or by undertaking a home visit if necessary).
* Appropriate medical advice will be sought by the setting, in conjunction with the parent/carer;
* Nursery staff to inform a member of the management team who will inform the registered person;
* Local Authority Designated Officer for Safeguarding will be notified by a member of the management team;
* Written notes must be made by the nursery staff and the management team of any action taken with accurate timings recorded events.

Non-Prescription Medication

Medicines will not normally be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist.

Non prescription medication will not be used to manage conditions during the day but will be administered where a situation is deemed an emergency, if a child with a fever appears distressed or unwell, following authorisation from a nursery manager. In these circumstances use Emergency Medication Administration Form to document: the child’s temperature, the symptoms the child is displaying and to indicate that the Parent/Carer Contract/Registration Form has been checked to ensure prior permission to administer emergency paracetamol has been sought.

If permission has not been granted:

* Contact the parent/carer and arrange collection as soon as possible;
* Document the time and person collecting the child;
* Indicate that no medication has been given on the form;
* On arrival ask the parent to sign the completed form.

If permission has been given:

* Prior to contacting the parent/carer check the dosage of paracetamol to be given;
* Contact parent/carer and give them details of the child’s symptoms and temperature;
* Confirm whether any prior medication has been administered by the parents/carer and if so confirm the time and amount of the dosage;
* Tell the parent/carer the dosage to be administered;
* On arrival ask the parent/carer to sign the completed form.

For any non-prescription cream for skin conditions e.g. Sudocrem, 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.

We will not use paracetamol with the sole aim of reducing the body temperature of a child with a fever who is otherwise well. It should be noted that paracetamol cannot be given to babies less than three months old unless prescribed by a doctor.

*The definition of a high temperature is 38°c.*

*Many children can walk round with a high temperature and be asymptomatic so the practitioners would need to assess if the child is showing other symptoms etc, if there are no symptoms then in reality no treatment is required. The range for the temperature becoming significant particularly when in context of other symptoms also changes with age range:*

*Less than 3 months old would be no higher than 38°c but it should be noted that paracetamol cannot be given to under 3 months of age unless prescribed by GP/ Nurse prescriber.*

*3-6 months of age 38.9°c*

*6 months upwards 39°c plus*

*These recommendations are based on the National Institute for Health and Clinical Excellence (NICE) guideline ‘Feverish Illness in Children. Assessment and Initial Management in Children Younger Than 5 Years’*

The nursery will keep infant paracetamol suspension pain relief in sachet form for these purposes. This limits the possibility of contamination, we will keep a supply of plastic medication spoons that have a 5ml and 2.5ml measurement for administration. Parents should not give permission if their child is allergic to paracetamol.

The medication provided by the nursery will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.

A child under 16 will never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Exclusion

If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

Exclusion from nursery will be requested when a child:

* Has an infectious disease or viral infection.
* Has had an upset stomach due to sickness/diarrhoea the child will be excluded from nursery for 48 hours.

**Please ask to see our full exclusion list or visit the parents board within the main corridor.**

Cases of emergency

In cases of emergency where a child needs to be taken to hospital by ambulance, a member of staff will accompany the child until a parent/carer arrives. Parent/carers will be informed immediately at the time of the incident.