

Administration of Medicines

Within the Statutory Framework for the Early Years Foundation Stage, April 2017, it states that 'The provider must promote the good health of children attending the setting'.

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. 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. When dealing with medication of any kind in the nursery, strict guidelines will be followed:

3.46. 'Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable'.

Medication/Creams that are being used for the first time

Any medication or cream that is being used for the first time on a child will require **24 hours** before the child can return to nursery. This is to make sure that the child does not have an allergic reaction.

Medication for an infection

Every time a child is given any medication **for an infection** (i.e. anti-biotics, eardrops, eye drops steroid cream etc.), they will be expected to have received the first dose at least **24 hours** before they come back to nursery. This is to ensure there is no allergic reaction and the medication has had a reasonable time for the infection to be treated.

Medication

Medicine can be administered only after written parental consent has been given at the beginning of the session and signed by the parent at the end of the day. Medicines must be stored and administered in accordance with product instructions and in the original packaging. Prescribed Medication **MUST** have the prescription label with the medication.

Cough mixture

We never administer cough mixture

All decisions are made at the Manager's discretion

Procedures to be followed:

- Prescription medicine will only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Only Room Leaders, 2nd in Charge or Management can fill in medication forms with the parents.
- After written consent by the parent/carer has been given, the medication is only to be administered by that **child's Room Lead, 2nd in Charge** or a member of the **Management Team**, with a witness double checking the dosage and overseeing. The medication form is then to be signed by the person administering the medication and the witness along with the exact time given and the dosage.
- Those with parental responsibility of any child requiring prescription or non-prescription medication should allow a senior member of staff to see the medicine.
- The staff member should note the details of the administration on the appropriate form and another member of staff should check these details
- 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
- Parents should 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 a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to nursery. When the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.
- The parent's signature must be obtained both when signing in and out the medication
- At the time of administering the medicine, a senior member of staff (the child's room lead, 2nd in charge or a member of the management team) 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.
- Medicines must not be left inside the children's bags at any time.
- Any medication containing aspirin is **NOT** to be administered to any child unless it has been prescribed by a doctor.

Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable

(Statement taken directly from the EYFS Statutory Framework April 2017 3.44)

Any long-term prescribed medication will have all details recorded on a separate Long Term Medical Care plan. This tells us all the important information we need to know BEFORE we are able to administer the medication such as;

- Child Name, address and date of birth
- Details of the medical condition/diagnosis
- Symptoms of the medical condition/diagnosis/circumstances in which the medication will be required
- Name of medication, expiry date, when it was prescribed and who by
- Time and dosage needed
- Any side effects to look out for and what to do in case of emergency
- The name and contact details of 2 emergency contacts
- Signed declaration by the parents/carers authorising nursery staff to administer the medication when required
- Review date of the medication ensuring the details are all correct

When staff administer the medication from a long term medical care plan, they are to add the date, time and dosage given, it is then to be signed by the administrator, a witness and the parent is to sign it upon collection from the nursery.

Long term medical care plans will be used for illnesses and conditions such as allergies, Asthma, eczema etc. This will ensure we gain the specific knowledge of the child's individual needs. Staff will be able to access relevant training for the individual child concerned from a qualified health professional if applicable, eg epi-pen training

We would always try to contact the parent/carer before giving fever relief however if this is not possible and the child's temperature is dangerously high, the manager on duty will make the choice to administer the correct dosage for that child's age, providing the child has been at nursery for a minimum of 4 hours. The parent must have given prior consent on the enrolment form, stating the child has had the medicine before and experienced no allergic reaction. If this is not signed on the enrolment form the manager on duty would make a decision to administer the medicine, calling 111 for advice.

Storage

- All medicines are to be kept out of the reach of children in a medicine box which is a secure box.
- Medicines must be stored in accordance with product instructions and in the original container.
- Within the nursery, if medicines are required to be stored in the refrigerator they will be kept in the fridge in the Ladybird room; clearly labelled.

Creams and Lotions

Sun protection cream may be left with us at the nursery for use on sunny days. We do however ask that it is replaced when it becomes out of date. Sun cream can be applied by any staff member providing their enhanced DBS check has cleared. Gloves must be worn and changed between applications.

The procedure used for prescribed medication will also apply to prescribed medicated creams; prescribed creams such as steroid creams are only to be administered by the child's room lead, 2nd in charge or a member of the management team. Any other non-prescribed creams that need applying regularly throughout the day can be administered by any staff member in that child's room again providing their DBS has come back clear. Gloves must be worn with every application

In line with the new law, we aim to have all members of staff qualified or booked onto attend Paediatric First Aid course within their probation period.

Procedure for Children with a Temperature

If a child is seen to have a temperature, it will be checked using an ear thermometer and logged onto a Temperature Monitoring Form. The following table will be followed in the event of a high temperature;

Child Temperature	Action to take
37.5° - 37.9°	We will take steps to reduce fever naturally such as remove excess clothing and give them a drink of water. Check and log every 15 minutes
38° or above	Parent/Carer contacted for verbal consent of liquid paracetamol. Check and log temperature every 15 minutes
39° or above	Parent/Carer contacted and asked to collect their child straight away. Liquid paracetamol will be given providing verbal consent has been granted

If after 45 minutes after having had the liquid paracetamol the child's temperature has not lowered, the parent/carers will be contacted and asked to collect the child.

If a child has been given liquid paracetamol by either nursery or parent and they require a second dose throughout the day, they will be classed as paracetamol dependent and will need to be sent home. If the parent is on their way, we can administer paracetamol to help reduce the fever. The parent will then be requested to sign our Liquid Paracetamol form and will be offered a copy of the Temperature Monitoring Form.

If a child is sent home with a temperature of **39** degrees or above and the parent returns the next day having administered liquid paracetamol at home they will not be allowed to return to nursery until they are no longer dependent on medication.

An 'administration of medicine at home' form will be signed by staff for 2 consecutive days. An 'administration of medicine at home' form **will not** be signed by staff for **3 consecutive days**, as the child will be seen as dependent on medicine. The child will be permitted to return to nursery after the child is no longer dependent on medication.

All decisions will be made at the Manager's discretion.

Practitioners Taking Medication and Other Substances

"Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times." (EYFS 2014 paragraph 3.19)

If a staff member is unwell away from work, a Return to Work form will be completed. This will state why the practitioner was absent from work and what, if any, medication they were/are taking. Should the practitioner need to take medication whilst at the nursery it is stored out of the reach of children being kept in the staff room or in the medication boxes within the room. If the medication has any side effects which affects the way the staff member can carry out their job, or put the children in their care at risk the staff member is required to stay off work until the side effects have worn off or they are no longer taking the medication.

Paracetamol can be obtained from the medicine box at reception. Staff must not share personal medication

Children with Allergies

At Bell House Nursery we care for children all with varying needs; one of these is allergies. If a child joins us with an allergy, the following procedures are used and followed:

- The parents will be asked to fill out a 'Details of Allergy Requirement' which informs us of the foods the child must avoid and the foods that they can eat. e.g. No concentrated egg, Can have cake.
- The Parents will also need to fill out an Allergy Form detailing what will happen if the child comes into contact with the allergen and what action we need to take.
- If the child requires medication the parents will also need to fill in a Long-Term Medication Form, and supply the prescribed medication. A child cannot attend nursery without their medication
- An emergency contact form will be completed and attached to the Allergy Form
- These forms will be photocopied and added to the child's file as well as the 'Children's Allergies and Medication file that are kept in each room and the kitchen.
- Management will review every 6 months and the parents will be required to sign the updated sheet.
- A log of expiry dates for medication is kept and reviewed on a monthly basis.
- If needed the medication will then be administered by the Room leader/2nd in charge or a member of management.

If a child does suffer an allergic reaction, it can be very distressing for all those who are involved and/or witnessed it. In this scenario, the child who has had the reaction is kept calm in a quiet space with their key person where possible, until they are seen and collected by emergency services and/or their parents. In the event of an Epi-pen needing to be administered, the medicine will be given whilst another member of staff will dial 999 calling for an ambulance, before contacting the parents/carers.

Other children may witness this incident and it could be a very frightening time for them. The staff throughout the nursery will be deployed effectively to ensure the remaining children are being cared for in a calm and supportive environment.

Staff witnessing an emergency such as an allergic reaction may feel shocked and distressed by what they have seen. The management team will support staff through this difficult time.

Reviewed By Clare Hayes and Annie Tolchard

Reviewed on February 2018

Next Review Date February 2019