

Egg Day Nursery

Medication Policy

When dealing with medication of any kind in the nursery, strict guidelines should be followed.

Prescribed medication

- prescribed medicine can only be given to the person named on the bottle for the dosage stated
- the parent or guardian of any child requiring prescribed medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form. Another member of staff should check these details
- the parent or guardian should give prior written permission for the administration of each and every medication, however we will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. 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, a new form will need to be completed
 2. 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
 3. parents should notify us **IMMEDIATLEY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength / does needs to be given
 4. in the case of medication that may need to be given to a child in the case of them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being 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 or guardian should be asked when the child had last been given the medication before coming to nursery; this information should be recorded on the medication form. Similarly 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 or guardian's signature must be obtained at both times

- 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. (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 then a note should be made on the form
- where medication is “essential” or may have side effects, discussion with the parent should take place to establish the appropriate response

Non-prescribed medication

The nursery will not administer any non-prescribed medication except as detailed below:

- on registration parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol which can be given in the case of an increase in the child’s temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of liquid paracetamol and a signed statement to say that this may be administered in an emergency if they **CANNOT** contact the parent
- if a child does need liquid paracetamol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. A child must be collected as soon as possible after the dose has been administered.
- 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. If the child is staying, the parent or guardian must be asked if any kind of medication has already been given, at what time and in what dosage
- as with any kind of medication, staff will ensure that the parent or guardian is informed of any non-prescribed medicines given to the child whilst at the nursery, together with the times and dosage given
- the nursery **DOES NOT** administer medication unless prior written consent is given for each and every medicine.

Teething gel/crystals & nappy cream

- Staff will administer teething gel and/or crystals and nappy rash cream on a topical basis. Parents will be informed on collection if the above have been administered to their child over the course of the day.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. (If this causes a problem in providing appropriate care of a child, please consult Ofsted).

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box which is out of reach of all children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area that is inaccessible to children. All medications should be in their original containers or they will not be given. They should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

This Policy was adopted by Egg Day Nursery on (date): _____ 14/12/09 _____

Reviewed _____

Signed by: _____ BRWhite _____

Position: _____ Business Manager _____