



## **MEDICATION POLICY**

Monkey Puzzle Day Nursery promotes the good health of children attending nursery and takes necessary steps to prevent the spread of infection (see Sickness & 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.

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

### **PRESCRIPTION MEDICATION**

Staff members are permitted to give medication to the children providing the following are adhered to:

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Children must be absent for the first 24 hours of any course of prescribed medication to ensure they do not develop any reactions to the medication
- Managers discretion must be used if it is a repeat course of the same medication
- Those with parental responsibility of any child requiring prescription 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 'Monkey Puzzle Medicine Form' and another member of staff should check these details
- Medical authorisation forms are to be completed on a daily basis for each medication. A new form should be used for every child to ensure confidentiality is kept
- Those with parental responsibility must give prior written permission for the administration of each and every medication by completing the 'Monkey Puzzle Medicine Form'
- 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; this information will be recorded on the medicine 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 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)
- Only qualified members of staff may give medicine to children. This person is responsible for ensuring the medication form has been completed correctly
- The administration of medication must be witnessed by a member of staff
- If the child refuses to take the appropriate medication, then 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
- Wherever possible we will ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily



## **NON- PRESCRIPTION MEDICATION**

- The nursery may hold a supply of emergency medication for the control of temperature. This must be labelled as NURSERY
- The nursery may hold a supply of allergen relief medication (Piriton). This must be labelled as NURSERY
- The nursery will administer non-prescription medication for temperature control for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- 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
- If a child needs Infant Suspension medication during their time at nursery, such medication will be treated as prescription medication which the nursery provides (Calpol) should parents wish to use this
- On registration, parents will be asked to fill out the 'Parent Consent Form', for a specific type of Infant Suspension medication, 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 Infant Suspension and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent
- If a child does require emergency Calpol 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. Giving emergency Calpol medication will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing, fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child
- If a child does require emergency Calpol during the day due to an increase in temperature of 38 degrees then parents will be required to collect their child if the temperature does not come down after 30 minutes
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent on the 'Parent Consent Form' and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- 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 must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. Infant Suspension 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



### CARE PLANS and RISK ASSESSMENTS

- Any child who is deemed to have a medical condition and requires regular or emergency medication will require a care plan and risk assessment
- Care plans should be completed in partnership with parents prior to a child starting the nursery
- A copy of the completed care plan should then be stored in a clear sealed container with the child's name and photograph on, in the child's play room along with their required medication
- A copy of the child's care plan should also be stored in the child's personnel file
- If staff require specific training to administer the child's medication, this will need to be in place prior to the child being left in the care of the nursery

Monkey Puzzle Day Nursery may reserve the right to request a letter from the child's GP before allowing them to return to the nursery.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
09/04/2019	<i>L. Cardy</i>	April 2020