

Policy

Monkey Puzzle Day Nursery promotes the good health of children attending nursery and takes necessary steps to prevent the spread of infection in conjunction with our Managing Health and illness policy. If a child requires medication, we will obtain information about the child's needs for this, and we will ensure this information is kept up to date. When dealing with medication of any kind in the nursery, the procedure and medication policy will be followed.

Procedure

The medication policy will support the inclusion, good health and regular attendance of all children and ensure that staff understand their role in the administration of medicines to children. It will ensure that parents/carers know their responsibilities in respect of their children's medical needs and to ensure medicines are stored appropriately and administered safely.

Prescription Medication

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

- Parents/carers should keep their children at home if acutely unwell or infectious
- Medicines should only be bought to nursery when essential (where it would be detrimental to the child's health if the medicine were not administered during the nursery day)
- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Prescription medication must not be administered longer than the prescribed time.
- Children must be absent for the first **24hours** of any course of prescribed medication to ensure they do not develop any reactions to the medication; however, 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 must be completed daily for each medication, except for a child who has long term medication
- 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
- Medicines containing aspirin should only be given if prescribed by a doctor.

Non- UK Medication

The Nursery will be unable to administer any medication or creams from outside of the UK due to medical legislation set out by NICE this ensures that all medication we administer or apply to the children are safe and contain regulated substances that are legal in the UK. If you have moved to the UK and your child needs a long-term medication, then we will be able to administer that medicine to your child once permission has been sought by your GP with a label that is written in clear English.

Non- Prescription Medication

- The nursery must hold a supply of emergency medication for the control of temperature or pain relief in the form of sachets (Calpol). This must be labelled as **NURSERY**
- The nursery must hold a supply of allergen relief medication (Piriton). This must be labelled as **NURSERY**
- The nursery will administer non-prescription medication for temperature control or pain relief for a short initial period, dependant on the medication or the condition of the child in line with the parental consent form. 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 (CALPOL), 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. The child will be given plenty of fluids. 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°C, then parents will be required to collect their child if the temperature does not go down or if the child requires further medication following the initial dose
- Non-Prescription medication must only be administered in line with the label guidance, and never exceed the stated time frame unless stated by a medical professional.
- For any non-prescription cream for skin conditions e.g., nappy creams or dry skin conditions, 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 permitted into the nursery, 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 (CALPOL) 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

Staff Medication

Staff who require medication should not be allowed to care for children if they are at risk of suffering side effects that may affect their ability to care for children. Practitioners should

seek medical advice from their doctor before returning to work and a risk assessment should be carried out to assess their fitness to return.

- 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, clearly marked with their name and a copy of their care plan and risk assessment. 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.

Storage

Medicines will be kept in either a locking cupboard or refrigerator according to the prescriber instructions, (unless considered as Emergency Medicines, these will be accessible to the staff within the child's room in an emergency box labelled with the child's name and photograph, along with a copy of their care plan and risk assessment, eg. Inhalers/epi-pens/auto-injectors) and in all cases stored out of reach of children

Care Plan & Risk Assessment

- Any child/staff member 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 and updated regularly.
- 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 playroom 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

Medication Policy



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

Further guidance

- Live Well- NHS <https://www.nhs.uk/live-well/healthy-body/take-care-of-your-teeth-and-gums/>
- Infectious illnesses in children- NHS <https://www.nhs.uk/conditions/baby/health/infectious-illnesses-in-children/>
- Health Protection in schools and other childcare facilities <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Linked Policies

Health & Illness Policy

