



ADMINISTERING MEDICATION POLICY

EYFS: 3.19, 3.46, 3.47

For the purpose of this document the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians.

At **Little Learners**, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see our ILLNESS, HEALTH AND INFECTION POLICY). If a child requires medicine, we will obtain information about the child's needs and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

- **Medicines containing aspirin will only be given if prescribed by a doctor**
- Prescription medicine will only be given when prescribed by the above and for the child named on the bottle for the dosage stated, and when a PRESCRIPTION MEDICATION FORM has been completed
- Parents of children requiring prescription medication should hand over the medication to a member of staff who will then note the details of the administration on the appropriate form and the Manager or Deputy Manager will check these details prior to each administration
- Parents must give prior written permission for the administration of each and every medication. However, we will accept 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 changes, 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 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.
- Medicines must be in their original containers with their instructions printed in English
- We 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
- Parents must be asked when the child has last been given the medication before coming to nursery. This information will be recorded on the PRESCRIPTION MEDICATION FORM. Similarly, when the child is picked up, the parent 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 (Manager or Deputy Manager) will give the child the medicine 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 will be made on the form

Non-prescription medication

- We will not administer any non-prescription medication containing aspirin
- We will only administer other non-prescription medication 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
- An emergency nursery supply of liquid paracetamol and anti-histamine will be stored on site. These 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
- On registration, parents will be asked to fill out a NON PRESCRIPTON MEDICATION FORM to consent to their child being given liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child's temperature or a bee sting. 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 non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the Manager will risk assess 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 non-prescription medication will be a last resort and the staff will use other methods first to try and alleviate the symptoms where appropriate. The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions (e.g. Sudocrem), prior written permission must be obtained from the parents and the onus is on the parents 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 parents 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 parents are 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.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents nursing care, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Children with long-term or complex medical needs

In the event of a child having long-term or complex medication needs and/or an existing health care plan in place prior to registering at Little Learners, this will be discussed in a meeting with the Manager where a discussion will be had about how best to manage it in the setting. This discussion will include whether specialist knowledge from outside agencies should be sought, and the outcome of this discussion will be documented and shared with the child's key person.

The Manager will have regular discussions with parents and relevant outside agencies (subject to parental consent) to monitor and review the implementation of the care given at Little Learners.

Allergies

Please refer to our Allergies Policy for further details.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform the Manager and seek medical advice. The Manager will decide if a staff member is fit to work, taking into account changes in behaviour suggesting they 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 a place where staff can easily access the medication if needed quickly. In all cases it must be stored securely out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

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.

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. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, and labels must be legible and not tampered with or they will not be given. All prescription medications 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.

Administering medication when off-site

When the children requiring medication are accompanied by staff off-site (for example at the park or out for a walk) during nursery opening hours, where necessary the medication and relevant consent/administration forms will be taken out with the children and kept secure by a staff member.

Record keeping

All records relating to consent to administer and administration of medication will be kept securely for six years from the date of the child leaving the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>19th April 2024</i>		<i>19th April 2025</i>