



## Medication

**EYFS Legal Requirement:**

“The provider must promote the good health of the children attending the setting”

(3.44 pg 25)

**Every Child Matters Outcome:** Being Healthy

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR)

### Policy

We are committed to ensuring the health and well-being of children. Our aim is to ensure that we promote good health throughout the nursery day.

All staff are informed of our medicine policy as part of their induction process and the Management team will ensure that medication is kept safely and properly administered. All medication administered will be recorded and we will only administer prescribed medicines with the specified dosage i.e. antibiotics.

Any children with developing temperatures will have parents/carers contacted to give permission for a senior member of staff to administer the correct dose of Calpol to the child. The child will then be monitored for the following three to four hours. If the child then spikes a temperature again, the parent will be contacted again to collect their child and they will then need to remain absent from nursery for 24 hours to monitor for any unknown cause.

We have procedures in place for recording the medical needs of individual children and how these needs are supported. These procedures involve discussions with the child’s parent/carer and correspondence where necessary from the child’s G.P or Consultant. Risk assessments are also carried out for children with specific medical concerns as and when required.



### **Procedure**

We are committed to encouraging and promoting good health and to dealing efficiently and effectively with any illnesses and emergencies that may arise whilst children are in our care.

The Nursery recognizes the responsibilities set out by the Health and Safety (First Aid) regulations 1981 and ensuring the equipment, facilities and staff members are able to provide suitable first aid to the children.

### **General Medication**

Parents/carers are informed of our policy regarding the administration of medication at the admission of their child to the Nursery; there is also a copy of the Nursery's policies and procedures in the reception of the Nursery for reference.

The child's parent/carer will be required to fill out a medicine consent form when leaving any medication. These forms are kept in the Manager's office and once completed are kept in the child's file in a locked cabinet in the Manager's office.

The medicine consent form has information about the medicine which will be administered, the type of medication, what it is for, the dosage, the last administration time and consent from the parent. There are also sections for staff members, one to record when they administer medicine and the other for the staff member to witness the medication being given. Once given, the parent/carer will be asked to take the medication home at the end of the Nursery day and to sign the consent form to acknowledge that the medication has been given and at what time.

The parent/carer will then be required to sign the child's medication in separately each day, until the medication is no longer needed.

For children needing to retain medication in the Nursery their parent/carer will be asked to meet with the Nursery Manager to have an informed discussion on what the child's illness consists of and what requirements they will need.

They will also be required to fill in a retaining medication consent form that will hold all the relevant information needed and provides the Nursery with consent to use the child's medication if needed. The child's parent/carer will always be informed of any event that the medication is needed to be administered.



Only the Senior members of staff can administer prescribed medication.

Teething Gels will be administered to the children if provided by parents. Bonjela cool and Adult Bonjela will not be administered due to high salt content, nor will homeopathic teething powders will not be administered due to lethargic side effects. Parents/carers must sign teething gels in on a medication consent form as and when necessary. Amber teething beads are also not able to be worn due to the risk of strangulation whilst in nursery.

It is the parent/carer's responsibility to ensure medication is named, up to date and relevant.

The Nursery will only administer pain relief, Calpol or any other paracetamol based medicines if it has been signed in by the child's parent/carer.

Parents/carers will be asked to sign an Emergency Medical consent form. This form may be used in the event of the Nursery requiring immediate medical attention for a child and being unable to contact the parent/carer.

Parents/carers will be asked on arrival with their child to Nursery if how they have been during the period they have been away from the Nursery. We inform parents at the admission of their child to the Nursery that during these communication points the parents must inform us if they have given the child any medication prior to attending the Nursery.

Any medication to be stored in the Nursery will be done so in a secure locked cabinet which will only be accessible to adults in charge of the Nursery.

Each child who has any medication stored in the Nursery will have a clear label stating the child's name and the medication they have, along with details on the dosage of the medication and its expiry date. If the child needs to access their medication quickly and it could be extremely harmful if they delay in receiving the medication, their medication will be kept in the child's room safely and will be taken outside when the child plays outdoors.

Children who require ointments, creams, lotions or any nappy creams will be able to have these applied, the parents/carers will be asked to provide the product and sign the medication consent form to allow the staff members to apply this.



Any Staff members who have medication will be given a container that will clearly state their name, the medication stored and the dosage and expiry date of the medication to place within the locked Nursery medicine box.

To protect the well-being of our children, medication will not be administered to a child if they are not displaying symptoms of ill health or discomfort. For example, Calpol and or cough medicines will not be administer if a child is not in pain, discomfort or coughing during their time in the setting.

### **Specialist or Long Term Medication**

For any children who need long term or specialist medication, the Nursery will liaise with the child's parent/carer or the staff member to completely understand the illness or condition. To discuss what the implications of the illness or condition are and what this will mean, the child or member of staff will need to support this. The Nursery will then arrange for the child or member of staff's specialist health professional to come in and offer staff members' practical training.

Any child who retains medication in the Nursery will have a retaining medication form that the child's parent/carer or the member of staff needing the medication will complete. This will inform the Nursery about the illness/condition and what signs and symptoms to look for, and what treatment to give on observing these. These forms will be completed every 3 months or if the condition or medication changes.

Any medication prescribed will have the first dose of the medication given by the parent/carer in case of any adverse reactions, this includes children prescribed antibiotics. They must remain absent from the Nursery for 24 hours.

### **Administration of antibiotics**

In line with local authority and LSCB advice antibiotics will only be prescribed to a child when an Administration of Antibiotics form has been completed by the person who holds parental responsibility for that child. This form must be completed and handed to the Nursery Management Team upon entry to the nursery who will then agree for that course of antibiotics to be administered by the senior staff. Under no



circumstances will antibiotics will be administered past the prescribed length of time stated on the bottle of the medication. Any parent who requests this or withholds the administration of antibiotics, information will be documented on a record of concern form.

Date created: June 2017