



## 24. Medication Policy

### EDITION 6

At Dicky Birds we promote the good health of children attending our nurseries/B&ASC (Breakfast and After School Club) and take necessary steps to prevent the spread of infection (see Sickness and 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.

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 which is kept on the premises. I.e. Asthma inhaler, Epi-pen, creams for the treatment of eczema. Pain relief medication, Antihistamine (Long Term medication)**

*(Medicines containing aspirin will only be given if prescribed by a **doctor**)*

Children or staff requiring emergency medication or creams to be kept on the premises will have an individual Care Plan (Blue, medical condition, Red, allergy) drawn up by the nursery/club manager when the child/adult joins the setting. It will detail the following;

- Recent photograph, date of birth and age.
- The condition and likely symptoms
- Precautionary measures
- What to do in an emergency
- The medication, details of use, expiry date, batch number, location of the medication and named individuals trained to administer it.
- Signed Parent/Carer consent to administer prescribed medication as per the Doctor's instruction.
- Additional information
- Contact details for the child/adults parent or next of kin and the individuals' doctor.
- Signature of child's parent or the adult and the nursery/club manager.
- Care Plan review date

The Care Plan will be reviewed every 3 months or sooner if something changes.

If it is necessary to administer emergency medication to a child the confirmation signing sheet must be completed with the following information;

- The child's name
- The parent's name
- The date
- The medication, amount given, time given
- The signature of the person administering the medication
- The signature of the person witnessing that the medication has been given.
- Parent's signature.

The parent must sign the Confirmation Signing Sheet to acknowledge that the medication has been administered as soon as they arrive to collect their child.

Prescribed creams and lotions for the treatment of skin conditions do not need to be signed by the parent on a daily basis, it is considered that the Care Plan signature is permission for application.

Staff will complete a form each time they apply a prescribed, long term cream or lotion, it will detail the following:

- The child's name
- The date and time the cream/lotion was applied
- The area to which the cream was applied
- The signature of the person applying the cream/lotion
- The signature of the witness.

This form is completed so that we have evidence that prescribed creams/lotions have been applied.

Long term medication which is stored on the premises must be kept in a colour coded wallet with the child/adults Care Plan. (Blue, medical condition, Red allergy medication) The wallet must be clearly marked with the child/adults name, it must be kept in the room where the child/adult usually spends the day, in the designated cupboard which is out of reach of the children and fitted with a cupboard lock that does not require a key to access.

The Care Plans are audited by a senior manager (Sarah Eve) every 3 months to ensure that they are current; the long term medication is checked to ensure that it is in date and that all parts are labelled.

## **Outings**

Emergency medication i.e. Epi-pen/Asthma inhalers must be taken on outings with the child/adult and moved with them if they are out of their own room for significant periods of time. A member of staff who is first aid trained or has received anaphylaxis awareness training must accompany children/adults who may need their medication whilst off the premises.

## **Extra Curricular Activities**

As always the safety and welfare of the children in our care is at the heart of every decision we make. If a child has a medical condition or care plan/medication at the nursery, we will need to assess if the activity is appropriate for the child to take part in and if any adjustments need to be/can be made to accommodate them.

Please refer to the Extra Curricular and Sport's Activities Policy for more information.



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#### **Medication prescribed by a doctor, dentist, nurse or pharmacist which is taken home every day. I.e. Antibiotics (Short Term medication)**

Those with parental responsibility for any child requiring short term prescription medication should hand over the medication to the most appropriate member of staff in their child's room; the parent will be given a Prescribed Medicine Consent Form and will be asked to complete the shaded areas which include a signature, time of any medication given prior to the child's arrival at nursery, dosage and times for the medication to be administered during the day.

#### **B&ASC**

Medication for children attending the club will be taken to and/or picked up from school with the child and returned to the parent at the end of the session, it may be necessary to administer a dose of medication whilst the child is at the club, in which case a Prescribed Medicine Consent Form will be completed as described)

When the child is picked up, the parent or guardian must be given precise details of the dosage and times of any medication given throughout the day and they must be asked to sign the form again acknowledging that the medication has been given and that the medication has been returned to them to take home.

#### **All Prescribed Medication**

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers. This includes prescription formula, due to the nature of which must be made up at the nursery. i.e. Neocate
- All parts of the medication must clearly show the child/adults name .i.e. Asthma inhalers, the canister, casing and spacer must be clearly identifiable as belonging to the person for whom it is prescribed.
- Those with parental responsibility must give prior written permission for the administration of each and every medication.
- 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.
- The nursery/club will not administer a dose 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
- At the time of administering the medicine, a member of staff who has received in house training 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 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.
- The nursery will give the parent an advice slip stating the dose and time given if it has been necessary to administer the child’s own pain relief medication or antihistamine.

**Non-prescription medication (*these will not usually be administered*)**

- The nursery/club will not administer any non-prescription medication containing aspirin
- The nursery/club will only administer 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. This would normally be Calpol and or Piriton.
- If the nursery/club feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery/club care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at nursery/club we will provide one specific type of medication should parents wish to use this
- On registration, parents will be asked to complete a Child Entry Form, they will be asked to sign the relevant sections giving consent for their child to be given liquid paracetamol (Calpol brand) or anti-histamine (Piriton brand from 1 year only) in particular circumstances such as an increase in the child’s temperature or a mild allergic reaction to food, animal, wasp or bee sting.

The Child Entry 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
- A signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent

An emergency nursery/club supply of fever relief (Calpol) and anti-histamine (Piriton) will be stored on site. This will be checked during the medication audits which are carried out by a senior manager (Sarah Eve) to ensure that it is stored correctly and that it is in date. .

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 nursery/club 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



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the nursery/club, the circumstances surrounding the need for this medication and the medical history of the child on their Child Entry Form.

If the nursery/club manager decides that it is appropriate to administer a dose of nursery Calpol or Piriton a Non-Prescribed Medication form must be completed and parents must sign it when they collect their child to acknowledge that medication has been given.

Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing and gently fan the child to cool them.

The child will be closely monitored until the parents collect him/her, in MOST cases the nursery/club will only administer 1 dose of Calpol or Piriton per incident.

The nursery will give the parent an advice slip stating the dose and time given if it has been necessary to administer Calpol or Piriton to their child.

The nursery will provide non – prescription medication to treat the following and only with prior parental consent on the Child Entry Form.

- Calpol, to relieve a temperature ONLY ( Temperature over 37.5 C)
- Piriton to relieve mild symptoms of allergic reaction

If any child is brought to the nursery/club 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/club, together with the times and dose given.

#### **Forest school trips and pre-arranged group farm trips ONLY**

Piriton and Calpol will be taken on trips of this nature; the medication will be kept by the trip leader and out of each of the children at all times. medicine trained staff will accompany these trips and procedures for administering non prescribed medication when out and about will be the same as on nursery premises.

#### **Nappy rash Sudocrem/Vaseline**

The nursery will provide Sudocrem and Vaseline petroleum jelly for use as a barrier cream to prevent/soothe nappy rash, parents will be asked to sign the Child Entry Form giving prior consent for their use.

We have chosen Sudocrem and Vaseline as our preferred brands for nappy rash because others may contain ingredients which we would not permit on the premises i.e. Arachis Hypogaea which is a refined peanut oil.  
Prunus Amygdalus Dulcis which is almond oil

### **Parent's own nappy rash creams.**

We strongly advise parents to use the products provided by the nursery however, we will accept parents own if;

- They do not contain any peanut (Arachis Hypogaea) (Prunus Amygdalus Dulcis – almond oil) other tree nut/derivatives
- Creams must be in the original packaging, instructions for use written in English and the box and product container clearly marked with the child's name.
- Parents must check that their child is not allergic to ingredients in the products and must provide written consent for the creams to be applied to their child before leaving them at the nursery.

### **Chapped lips (Vaseline only)**

The nursery will apply Vaseline to soothe chapped/sore lips/cheeks.

### **Minor symptoms of teething**

The nursery will provide Bonjela teething gel. Parents will be asked to sign the Child Entry Form giving prior consent for its use. Bonjela will only be applied if;

- The parent requests that it is when they bring their child to nursery - the child must be showing symptoms of teething. The parent must sign their consent and agree application times, signing again on collection of their child to acknowledge that it has been applied.
- The staff notice that a child is showing signs of teething i.e. reddened cheek, dribbling, excessive gnawing on hand or toy. In this instance every effort will be made to contact the parent before applying the gel, if this is not possible the nursery manager will decide if the gel should be applied. A signature acknowledging that it has been applied must be obtained from the parent when they collect their child.

The instructions for use as stated on the packaging will be strictly adhered to by our staff. We will apply the Bonjela **NO MORE THAN 3 TIMES** during the day and always with at least 3 hours between applications.

Alternative teething remedies **MUST** be prescribed. The nursery **will not** give pain relief for teething unless it is prescribed by a doctor, dentist, nurse or pharmacist.



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The nursery **DOES NOT** administer **ANY** medication unless prior written consent is given for each and every medicine.

In all cases **ONLY** staff who have received in house medicine training will administer medication

#### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for 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.

#### **Staff training**

We use Surrey First Aid to deliver a 12 hour Paediatric First Aid Course, 80-100 per cent of our staff are Paediatric First Aid trained.

Certificates are valid for 3 years and staff are retrained before their qualification expires.

Anaphylaxis Awareness training is also provided via Surrey First Aid, this training is renewed every 3 years.

We have 4 members of staff with Anaphylaxis Awareness training on sites where we have children/adults with an Epi-pen and two on sites that do not have children/adults with an Epi-pen.

#### **Staff medication**

All nursery staff who work with children must be fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs, this includes circumstances where any medication taken affects their ability to care for children/carry out their job, 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/carry out their job they must inform their line manager and seek medical advice. The nursery/club manager 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 given by the individual or from an occupational health assessment.

Where staff may occasionally need medication, any such medication must be kept in the person's locker/separate locked container in the staff room (Staff handbags are kept in the

kitchen at the club which is out of bounds to the children) In all cases it must be stored out of reach of the children.

### **Storage**

All medication for children must have the child's name clearly written on the original container and be kept in a marked, cupboard 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.

Antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. Medication must be stored in a sealed bag in the plastic medication box which is marked with a medication sticker.

All medications must be in their original containers, labels must be legible, written in English 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.

### **Linked Policies**

*Allergy*

*Sickness and Illness*

*Accidents and First Aid*

*Forest School*

*Nut Free policy*

*Infection control policy and method statements*

*Extra Curricular and Sport's Activities*

### **To be used in Conjunction with the following Nursery Forms, Documents & Resources**

*Parent advice slips*

*Individual Care Plans and Risk Assessments*

*Child Entry Form*

*Medicine forms*

*Medicine risk assessment*

*Forest School risk assessment*

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>January 2018</i>	<i>Lisa Turpin</i>	<i>January 2019</i>