

MEDICATION POLICY AND PROCEDURE

The setting will liaise with parents daily to ensure children who have medication do so appropriately. To ensure the correct dosage etc. is given to the child, staff will follow the following procedure:

All medication needs to be agreed to by a member of management. We will only agree to non-prescribed medication if we deem it best for the child. If we feel the child is doing well, has no temperature and giving the medicine is not needed then we will decide if we feel it is necessary. We will not give medicine if not necessary. We may agree to paracetamol suspension (such as calpol) but as a last resort for the child or if recovering from an illness. We foremost have the interests of the child's wellbeing and the best place for a child is at home.

On arrival parents must sign the medicine form, completing the details of the medicine, child's details, expiry date, dosage, and times as well as the reason for the medication. Parents must sign to give permission, however in an emergency consent will be gained over the phone for example if a child is running a high temperature.

PRESCRIPTION MEDICATION

We advise when a child is given any prescribed medication including antibiotics/steroids that they have the first 24 hours dosage at home in case they have a reaction to the medication.

- We will only issue medication that is labelled with their name and dosage on the side with a clear expiry date.
- A form will be signed by the parent with the staff to confirm administration information at the beginning of the child's day and signed again at the end to ensure medication was given and given correctly.
- All prescribed medication will be stored as required per the instructions.
- Epi-pens and inhalers will be kept in the room with the child.

If the name of the medication changes but it is the same type of medication, we will need to issue a new form and treat as a new form of medication, eg antibiotics.

We will only give the dosage that is written on the medication form signed by parent, we will not give any more even if we feel necessary, we will not give any more than the written dosage on the side of the bottle unless a medical professional writes otherwise.

Parents are to notify us immediately of any changes to the child's medication and health.

We ask that prescribed antibiotics first course of the medication is issued by you at home and you are to inform us when dropping your child to nursery when it was given.

With any medication if we feel the child is still not well that they will be sent home as home is the best place for them to recover.

NON-PRESCRIPTION MEDICATION

We advise when a child is given new medication even those bought in a pharmacy that they have the first 24 hours dosage at home in case they have a reaction to the medication (including Calpol but not inclusive). Unless they have had the medication before in their life.

- Examples of non-prescribed medication we will give is Paracetamol Suspension or equivalent such as Ibuprofen and anti-histamines we will not give children cough syrup.
- Expiry dates must not be exceeded, and these are checked each time of issuing.
- If the child's temperature exceeds 38.0 degrees and the child is not improving after 45 mins to 1 hour, we will call parent to collect the child.
- We will not give paracetamol routinely for longer than a 3-day (72 hour) period.
- Nappy Creams and Skin Creams – We ask these to be in their bag and labelled with their name, we do not require consent for this to be used upon a child unless stated otherwise (eg they cannot have it) and will use at our own discretion if we feel it is required, eg Sudo-crem. For prescribed creams like steroid cream, we will have the parent sign a consent form.

Children will be sat in a safe place to be given the medication, away from other children, toddlers and preschool in a chair and small babies in a highchair.

If a child refuses to take the medication, we will inform you as their parent. We will not force children to have a dosage and do not want to cause them undue stress.

We ask that side-effects of the medication are shared with us.

With any medication if we feel the child is still not well that they will be sent home as home is the best place for them to recover.

SUNCREAM

We require all children to have suncream at times of the year when the UV is high, this is detailed in our health and hygiene policy and is required by all families regardless of ethnic origin.

PRE-EXISTING CONSENT

The children's health and wellbeing is paramount. Where children have pre-existing forms where parents have given consent for calpol etc we will use this in an emergency so that the child receives a dosage as soon as possible in order to avoid febrile convulsion etc

MEDICATION/ALLERGY PLAN

If a child has a severe allergy then a risk assessment will be carried out and copies of the child's medical plan will be clearly displayed around the setting and communicated to all staff. Parents must provide daily the correct medications such as an epi-pen and back up in order for the child to attend safely.

INJURIES

If a child sustains an injury such as a break or sprain that could put them at risk when attending the setting a risk assessment will be carried out to assess if we can make reasonable adjustments in order for them to safely attend while they are healing. A disclaimer will be drawn up and signed and agreed upon by the parents and the manager after consulting the nursery owners who have final say.

STAFF MEDICATION

We ask that staff ensure that their medication allows them to remain in work and that they are taking it as prescribed. We ask that if medication makes the staff members feel as though they cannot care for the children they will be asked to come to work when they are medically fit and seek medical advice.

STORAGE

We have an area in which staff and children's medication can be kept locked and safe.

Medication needing to be kept in the fridge will be done so in the staff fridge, out of reach from children, this goes for all medication, it will be kept out of reach.

Emergency medication is always kept with the child in the appropriate setting out of reach.

All medication **MUST** be kept in the original packaging, labels must be legible and not tampered with or we cannot issue them.

Will work with families but the managers decision overrules any decision as we will only have children in the setting if we think they are well enough to attend.