

# MEDICATION POLICY

**Our company believe that the health of the children in our care is of paramount importance. We strive to ensure the well-being of 'our' children whilst in our care. We have in place an operation plan which highlights the documents & procedures in place in respect of Children's well-being & health in respect of ill children or children with specific medical needs. Details of our Sick Child & Medication Policy will be highlighted in the Parents Handbook.**

## **Medication**

We will administer medication to a child, providing that it is clearly labelled, the information & directions of use are legible (in English), in its original packaging and/or container & specifically states the dosage and length of use of the medication for the child.

Prescribed & non prescribed medication (only Calpol/ Paracetamol type medications/ Cough Mixtures, Anti-histamines & Nappy creams will be given without been prescribed) will only be given when it is essential to do so, that is where it would be detrimental to a child's health if the medication was not administered. Staff do have the right to seek advice from the Senior Management team for differing non- prescribed medication to be given & parents are asked to be patient whilst that confirmation is sought.

Where any non-prescribed medication is been asked to be regularly given to a child, due to them having a high temperature, the medication will only be administered on an 'if needed' basis. Products such as Calpol & Ibuprofen which are been used to control a child's temperature will only be given after staff members have taken & recorded a child's temperature, then if the child's temperature is significantly raised and other steps taken to cool the child first have not worked, the medication will then be administered as per the guidance on the packaging that has been agreed with the parent in the morning. If a child's temperature is not significantly high, parents will be contacted and informed that the child temperature and that medication will not be given and staff members will continue to closely monitor the child and administer the medication should their temperature increase significantly.

Parents should provide times of last dose and agree a time the next dose can be given with staff members in the morning, again agreeing these, alongside the information on the packaging.

As a company we will do our up most to support parents with the care of their child, however there will be times when a sick child been at nursery is not appropriate and parents should be referred to our Sick Child Policy. Also, to meet Ofsted Welfare Requirements parents may be asked to seek additional medical advice for their child, whether that be from a pharmacist, doctor, 111 or other medical professional, especially if they have been on medication for the advised length of time and are still unwell.

## **Recording of Short Term Prescribed & Non-Prescribed Medication**

All short-term medications must be signed in to the medication book by the parent on a daily basis, whilst the child is receiving the medication. The parent must be specific naming the medication, the quantity to be administered & the time the medication is to be given.

Nominated staff will then double check the details & refer to the dosage instructions on the medication, before counter signing the book. We have the right to contact the parent directly before administration if staff are unsure or have further questions.

If administration of the medication requires medical knowledge, then an appropriate Healthcare Professional will be contacted for support & training.

A written log of administered medication, will be completed by the staff member who has administered the medication & counter signed by a member of management.

### PARENTS ARE ASKED TO UNDERSTAND

Our setting will not accept medication, which have damaged labels or not in their original containers. Prescribed medication must be clearly labelled with child's name, date of prescription & dosage instructions.

All short-term medication must be returned to the parents at the end of the child's session.

Any child with an infectious disease, diarrhoea/vomiting & possibly conjunctivitis will not be permitted to attend the setting. Staff will support parents with the length of the exclusion periods.

Children prescribed antibiotics (including creams & eyedrops) will have to have had a full 24 hours dosage of medication before being permitted to return to nursery. We have the right to request 48 hours-worth of dosage.

The impact of staff caring for an ill child can be significant on the staff team & other children. Please do not send your child to nursery if they are clearly unwell.

### Long Term Illness/ Medication

Where a child is prescribed medication for a medical need such as Asthma or Eczema etc the Nursery Management Team will develop a Healthcare Plan with the parent. The Plan will highlight symptoms of the condition, how to recognise when the condition is getting worse, how to administer medication & what to do in an emergency. The parent will also give consent on the form for the administration of any long-term medication.

Where a child has a long-term medical condition such as Diabetes, Epilepsy or Anaphylaxis a Healthcare Plan has to be put in place by the parent, Nursery Management team & relevant Healthcare Professional. Advice will be sought from the Healthcare Professional to determine whether the administration of the medication, requires training.

Healthcare Plans will be developed wherever possible before the child starts the nursery & immediately if any condition develops whilst a child is in attendance. In some cases, it may be necessary for a child to stop attending the setting until this medical support is sought & the plan completed. This is to ensure that the nursery staff can meet the needs of the child appropriately and provide the levels of support that is required.

We will make every endeavour to follow the parents/carers instructions, but do reserve the right to refuse a request to administer medication if it is felt that staff are unable or untrained to do so.

As a company we will do our up most to support parents with the care of their child, however there will be times when a sick child been at nursery is not appropriate or to meet Ofsted Welfare Requirements parents are asked to seek additional medical advice for their child, whether that be from a pharmacist, doctor, 111 or another medical professional.

**THIS POLICY WAS ADOPTED IN: JUNE 2007  
REVIEWED ANNUALLY**