



Abbey Wood Grange Day Nursery

Medication Policy

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. 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.

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

Prescription 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
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details
- Those with parental responsibility 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 on-going 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 must be administered. We will not give a different dose unless a new form is completed.
 3. Parents should 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 will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming into nursery; this information will be recorded on the medication form. Similarly when the child is picked up, the parent or guardian 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 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. (Note 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

- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.

Non-prescription medication

- The nursery will administer some non-prescription medication such as Piriton, Calpol, Teething Gel, Suncream, Nurofen if required and parents will be notified. Parents are requested to fill out a Medicines Permission Form at the time of registration.
- 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
- If the child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine (medicines containing aspirin will only be given if prescribed by a doctor.
- On registration, parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. 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 liquid paracetamol and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent
- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. Aspirin will not be accepted unless prescribed by a doctor
- For any non-prescription cream for skin conditions e.g. Sudocream, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any medication has been administered to a child during the night they will not be accepted into nursery the following day unless the medication was for teething.
- 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 nursery, together with the times and dosage given
- In the case of any medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, any member of staff should not administer them unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic.

Staff medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of children

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

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 and under supervision at all times.

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 and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and a note 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.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>May 2014</i>		