

Medication

EYFS: 3.19, 3.46, 3.47

At Upperthorpe Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness and Illness Policy 35-02). 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.

It is nursery policy that the written permission of the parent/guardian/carer must be obtained before medication can be administered to a child. Medication is received/stored/handled on the nursery premises under this strict understanding. The parent/guardian/carer will be asked to sign a Declaration of Consent Form.

When a child is admitted to the nursery, any details of medication that the child is receiving are required to be disclosed to the nursery staff by the parent/guardian/carer. Where it is necessary to medicate during a nursery session, the parent/guardian/carer is requested to complete and sign a specific *Authorisation for Special Medication Form*.

Medication may be oral (tablets, linctus, syrups etc), topical (creams & ointments) or nasal-pharyngeal (pre-filled inhalers). Where antibiotics have been prescribed for chronic conditions, it will be requested that the child be excluded from nursery until the condition is cured to prevent undue cross-infections.

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

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

- Prescription medicine will only be given when prescribed by the above and includes the following information: the child's name, description of the medicine, quantity of medicine and instructions for administration. Medication in any other type of container will NOT be accepted by Nursery staff.
- Medication will be administered in line with manufacturer's instructions, and we are not permitted to mix medications in food/drink to aid administration.
- We will only administer medications provided by the parent/guardian/carer and **we do not keep stocks** of Calpol/Teething Gels etc. If your child requires medication that is not provided by you, you will be asked to collect your child.
- Medicines must be in their original containers with their instructions printed in English.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will 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 ongoing 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 is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 3. 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 will not administer a dosage 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.
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information 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. (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.
- We will only administer 1 dose of pain relief such as Calpol or Nurofen during the day, this would be given after a minimum of 4 hours (Calpol/Paracetamol) or 6 hours (Nurofen/Ibuprofen) from the start of the child's nursery session, any other required dosages must be with specific GP direction and evidenced.
- We will not give alternate doses of Ibuprofen and paracetamol without a GP letter.
- For antibiotic medication children will be admitted back into the nursery 24 hours after the first dosage has been given.
- We will only administer medication if it does not require injecting or intimate contact with the child (including ears and eyes).
- We will only administer medication where it does not require a level of medical or technical knowledge for which nursery staff are not qualified.

All medicines are stored in accordance with the instructions of the pharmacist or the medicine manufacturer (refer to label or container as appropriate).

- Except where low temperature storage is required, all medicines are kept in a locked medicine cabinet applicable to the child's usual location within the nursery.
- Medicines requiring low temperature storage are kept in a separate refrigeration facility used solely for this purpose. The temperature of these refrigerators is checked weekly with a calibrated thermometer; readings in excess of 7°C are reported to the Nursery Manager for appropriate action.

Medication may only be given to a child by a qualified staff member. Each instance of administering medication is recorded on the child's individual administration record. The following details are recorded:

- Date
- Name of child
- Type of medicine
- Dosage given
- Time given
- Signature of qualified staff member
- Signature of second staff member (as a witness)

Unused medication is returned to the parent/guardian/carer. Where all medicines have been used up, the empty medicine container is returned to the parent/guardian/carer. Details provided by the parent/guardian/carer on the original Registration Form will include provision of an emergency contact number and any other information relevant to the emergency medical treatment of the child. Where a child requires emergency medical treatment, the parent/guardian/carer will be notified immediately. A copy of the Medication Policy will be provided to the nursery's insurers.

Injections, Pessaries, Suppositories

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

All nursery staff have a responsibility to work with children only where they are 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, for example, where it makes a person drowsy.

Policy No: 35-01
Date: 13.01.2025
Review Date: 13.01.2026
Signed on behalf of the nursery:



If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The Nursery Manager/person's line 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 obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Form References:

3104 Registration Form – Nursery
3105 Declaration of Consent
3107 Consent Withheld Form
Medication Record – Individual Child