



Sunshine Montessori

Medication and administration Policy (children)

The Sunshine Montessori Day Nursery promotes the good health of children attending the nursery and takes necessary steps to prevent the spread of infection (see Sickness and Illness and Infection Control Policies). Parents have the prime responsibility of their child's health and provide the setting with information about their child's needs and GP details.

If a child requires medicine during their time at the setting, 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

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

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated.
- If a child has been prescribed antibiotics and the child has not had them before, they will be asked to stay absent from the setting for 48 hours, to ensure no reaction occurs with the prescribed medication.
- Any medication prescribed by the above, has to have the first dosage administered by parent /guardian before signing into the setting.
- All medication will be checked before signing into the setting, for date, reason for requirement, dosage, name on the medication and the amount in the container.
- Medication will only be administered by a senior member of staff who has paediatric first aid training.
- Medicines must be in their original containers with their instructions printed in English
- Medication will not be administered unless a Medication Form has been completed by a parent or someone with parental responsibility giving written permission with correct dates, times and dosage.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff (preferably Key Person). The staff member will ensure a Medication Form has been completed and if not will ask the parent to complete an online form. Once completed another member of staff will check the details on the form.
- Those with parental responsibility must give prior written permission on the Medication Form for the administration of each and every medication. However, we will accept one Medication Form for a whole course of medication, or for the ongoing use of a particular medication under the following circumstances:
 1. The Medication Form 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 Medication Form is the only dosage that will be administered. We will not give a different dose unless a new form is completed. 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 Medication Form unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked by a member of staff when the child was last been given the medication before coming into 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).
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Key Person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires 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 Manager monitors the medication record forms to look at the frequency of medication given in the Nursery. For example, a high incidence of antibiotics being prescribed for a number of children, at similar times, may indicate a need for better infection control.
- Nursery staff will always have a witness present when administering medication. Non-prescription medication (these will not usually be administered)
- The nursery will not administer any non-prescription medication
- Welfare of each child is paramount. Nursery will not allow children into our care who have had Calpol or Ibuprofen before expected attendance and not well enough to attend nursery.
- 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 a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the nursery providing one specific type of medication (Calpol) should parents wish to use this (i.e to reduce temperature). This will only be given to the child whilst waiting for a parent / carer to collect the child.



- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol (Calpol) or antihistamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. 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 non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent. Antihistamine will not be given to children under 12 months old.
- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on nursery premises. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still 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 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 the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. sudocrem, prior written permission must be obtained from the parent.
- If any child is brought to the nursery 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 – Nursery will not accept a child into the setting who has Calpol.
- 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, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent on the Medication Form is given for each and every medicine.
- 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.

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. 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.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. All medications must be in their original containers, labels must be legible 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.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Nursery Manager alongside the Key Person. Other medical or social care personnel may need to be involved in the risk assessment.
 - Parents/carers will also contribute to a risk assessment. They should be shown around the Nursery, understand the routines and activities and point out anything which they think may be a risk factor for their child.
 - For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff forms part of the risk assessment.
 - The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
 - The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
 - A Health Care Plan for the child is drawn up with the parent/carer; outlining the Key Person's role and what information must be shared with other staff who care for the child.
 - The Health Care Plan should include the measures to be taken in an emergency.
 - The Health Care Plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
 - Parents/carers receive a copy of the Health Care Plan and each contributor, including the parent/carer, signs it.
 - It may be necessary for Insurance purposes, for parents of children with long term health conditions, to submit a letter from their GP outlining their current condition and any treatment required. These details, together with the risk assessment will be submitted to our insurer.
- Managing medicines on trips and outings
- If children are going on outings, staff accompanying the children should include the Key Person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
 - Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form and a card to record when it has



been given, including all the details that need to be recorded in the Medication Record as given above.

- On returning to the Nursery the card is stapled to the medicine record book and the parent/carer signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent/carer.
- This procedure is read alongside the outing's procedure.