

Kiddy Academy Policy on Medicines in Nursery

We will be unable to admit any child on medication (antibiotics) until 48hrs after their first dose. This is to ensure that any reactions a child may have to the medication will occur when they are cared for by their parents/carers and to prevent the spread of infection throughout the setting.

Prescription medication

- Prescription medicine can only be given to the person named on the bottle and for the dosage stated.
- Medicines must be in their original container with the above clearly visible.
- Those with parental responsibility must give prior written permission for the administration of each and every medication
- We will require daily written permission for any course of medication
For the ongoing use of a particular medication a regular medication form will need to be completed and signed and the medication will only be administered 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.
 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.
 4. Staff will fill in and sign **a regular medication log** form to monitor when medication has been given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions.
- The parent should be asked when the child had last been given the medication before coming to nursery and this information is recorded on the medication form. Similarly, when being collected the parent/carer must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times on our medication form.
- 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.
- If a child refuses to take the medicine parents will be contacted and the earliest opportunity and a note recorded on the medicine form.
- Medication will be administered by a competent qualified level 3 member of staff and witnessed by a second person.

Non-prescription medication (creams for nappy rash, teething gel)

- The nursery will not administer any medication that has not been prescribed for the child with the exception of emergency paracetamol to reduce a

temperature (***please see Administering of emergency paracetamol***) and non-prescription cream for nappy rash, teething gel/powder.

- Before accepting the medication from the parent, the member of staff will check the label for details including name of medication, expiry date, dosage and storage instructions. The nursery will not accept any medication that does not contain this information.
- For any non-prescription cream for nappy rash e.g. sudocreme, prior written permission will be obtained from the parent who will be required to provide the cream ensuring that it is clearly labelled with the child's name date received and expiry date by a staff member.
- The nursery reserves the right to refuse to administer non-prescription cream if we feel that it is not in the best interests of the child and will request that the parents/carers seek medical attention.

Administering of Emergency Paracetamol

Paracetamol sachets will be kept on site for emergencies only

- On registration, parents will be asked if they would like to sign the emergency medication consent for liquid paracetamol.
- If a child experiences a high temperature whilst at nursery staff will contact parents to collect the child and seek medical advice and attempt to cool the child naturally whilst continuing to monitor their temperature and record on an ***Emergency Illness monitoring Form***.
- If staff cannot contact parents or reduce the child's temperature which then exceeds 39 degrees Celsius staff will seek the support of the Manager onsite who will decide if Emergency paracetamol is to be administered.
- Parents will then be asked to sign medication form on collection of their child within the hour.

Emergency liquid paracetamol will be administered under the following conditions only:

1. temp of above 39 degrees Celsius
2. prior completion of consent at registration
3. child has been at the setting for 4 hours or more hours (if parent uncontactable)
4. Manager has made decision to administer to safeguard the wellbeing of the child

Administering of Emergency Piriton

Piriton will be kept on site for emergencies only

- On registration, parents will be asked if they would like to sign the emergency medication consent for liquid piriton.
- If a child experiences an allergic reaction/anaphylaxis whilst at nursery staff will contact parents to collect the child and seek medical advice whilst recording their symptoms on an ***Emergency Illness monitoring Form***.
- If staff cannot contact parents staff will seek the support of the Manager onsite who will decide if Emergency piriton is to be administered.
- Parents will then be asked to sign medication form on collection of their child within the hour.

Emergency liquid piriton will be administered under the following conditions only:

5. Showing signs of anaphylaxis
6. Difficulty in breathing normally
7. Swelling of the tongue or throat that may cause obstruction
8. Manager has made decision to administer to safeguard the wellbeing of the child

- Parents must inform the nursery if the child been administered any medication prior to arriving at nursery. Any child who has received temperature reducing medication prior to arrival at nursery will not be accepted.
- The dosage given will follow the guidelines provided on the medication unless a smaller dosage has been requested by parents or is deemed more appropriate based on the child's size and weight.
- Staff will record any medication administered on the child's medication form
- Once emergency liquid paracetamol has been administered parents will be required to collect their children immediately. In the event that parents remain uncontactable and there is no improvement in the child's condition further medical attention may be sought from Emergency Services.
- If the child experiences no further episodes of a high temperature and can maintain a 'normal' temperature without reliance of paracetamol, they will be allowed to return to nursery the following day.
- If the nursery feels the child would benefit from medical attention rather than paracetamol, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training

is given to each member of staff caring for this child and appropriate consent has been provided by the parent.

Storage

All medicines will be safely stored.

Staff Medication

Staff must store any medication they are taking in our designated staff room safely away from children. The medication must be clearly labelled and staff must inform the Nursery manager if the medication may cause them any side effects which could impact on their ability to fulfil their role and care for the wellbeing of the children.

All medical records will be retained for as long as there is lawful reason to do so (40 years)

Please sign to say that you have read and understood this policy

Childs

Name:.....
.....

Parents

Signature:.....Date...
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Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19