MED 1.2 Administration of Medication Policy

When dealing with medication of any kind in the nursery, strict guidelines must be followed. See the Administration of Medication Procedure Document Med 1.5

Medication

1. Medicines will usually only be given to children when they have been prescribed by a medical practitioner however over the counter medicines may be administered in certain circumstances where there is clear evidence that their use may prevent a situation from worsening and becoming dangerous to a child's health (temperature control medication such as Calpol or Chlorphenamine such as Piriton)

2. Medication should only be brought to nursery when it would be detrimental to the children's health if the medicine was not administered. Medication must always be handed over to a staff member and never left in a child's bag or drawer.

3. Prescribed medicine can only be given to the person named on the dispensary sticker. Dosage instructions will be followed and spread evenly throughout the day (24 hours) unless otherwise directed by label or healthcare professional. Medication **must** be in the original container as dispensed by the pharmacy.

4. Medicines containing aspirin should only be given if prescribed by a doctor.

5. The parent or guardian of any child requiring prescribed medication should complete a medication form which may be online (Famly APP) and hand the medication to a staff member. Children will not be given medicine without the authorisation of a parent or guardian which may be online. Information about the medication and dosage will be checked by a senior staff member.
6. If a child requires medication over a long period (more than 2 weeks) then a Health Care Plan should be completed detailing the reasons for the medication. The health care plan is to be reviewed at least every 3 months and long-term medication on site to be checked monthly by a senior staff member.

7. The administration of the medicine will be recorded, and the parent or guardian will be required to acknowledge daily to confirm the administered doses for that day.
8. 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 employees 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, or if 'essential' the parent will be contacted at the time.
9. In cases where the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for the employees from a qualified health professional. Training should be specific to the individual child.
10. Parents should advise the nursery manager when dropping off their child if any medication has been given to their child in the prior 24-hour period and the reason for this. The manager has the discretion to not accept the child into nursery based on the information given.
11. If a child has been unwell for 3 days or more and has been absent from nursery, we should suggest parents seek medical advice before they return to nursery.
12. If your child is prescribed antibiotics, we ask that you keep your child home for at least **24-hours** from when they start to be administered. This is to allow the antibiotics to start working and your child to feel better as well as ensuring there is no reaction to the medication.

Many children may need to take medicine during the day when they appear to be well, perhaps to finish a course of antibiotics or as a preventative measure. At any time, if the manager or senior staff believe a child is unwell or acting out of character because of an underlying illness, parents may be asked to come to collect the child. We may ask parents to keep the child at home until they show signs of good health or seek advice from a medical practitioner about their fitness to attend nursery.

Non-prescribed medication

Non-prescribed cream for skin conditions e.g. nappy rash or emollient cream for eczema will be applied only with written permission from the parent/guardian which may be online.

Long term medication

It is important we have sufficient information about any long-term medical condition so we may best meet the needs of the child whilst in our care. We will therefore request a written health care plan, to be completed by parents and any relevant health care professionals. Long term medication will be stored in a box labelled with the child's name and picture and a copy of the health care plan to be kept with the medication and a note added to the health app on the Famly system.

On an occasion where a child may be off site for an outing, we will ensure that reasonable adjustments are made so the child is able to participate fully. All medications and health care plans will accompany the child, and a member of staff will be in charge of carrying the medication safely and keeping it out of the reach of children (see visits and outings plan) When medication has been completed it should be handed back to the parent to dispose of.

Temperature Control

We recognise that young children may sometimes find it difficult to regulate their temperature, and temperature control medication may be required. If it is considered that a child is being supported by temperature control medication over a number of days or if they are presenting unwell, with a high temperature (over 38 degrees) we will ask for the parent/s to collect the child, and the child remain at home, until the temperature has remained stable for more than **24 hours**, with no medication. We will only administer medicine if written authorisation has been given. We will attempt to contact the parents before administering the medicine, but if prior permission is held, a senior staff member may deem it necessary to give the dose and then to contact the parents to inform them that it has been given. If permission has not been given, we will contact the parents to ascertain whether permission will be given on this occasion. This can be done by email or Famly or we may ask parents to collect the child until the temperature returns to normal. Parents will be required to acknowledge the administration of medicine upon collection of the child. If a senior member of staff feels a 7.5ml dose of medication should be given (suitable according to child's age) we will seek parental permission first, as normally only 5ml will be given.

Vaccinations

If your child is given a live vaccination (ie MMR, Rotovirus, Chickenpox) we recommend you keep your child home for at least **a 24-hour** period before returning to nursery. Please note that this is only a recommendation on the basis that your child may feel a little unwell afterward and also out of courtesy to other nursery users – children and staff – as they may be affected by the live vaccine. We ask that you please advise the nursery when your child is due to have immunisations and which one(s) in order that we may look out for any signs of their discomfort.

The nasally administered Influenza vaccine commonly given to pre-school children is also a 'live' vaccine, but one in which the active component has been modified so that it can only remain active in the nasal passages. This vaccine does not present the same risk of infection to others while it develops immunity in the recipient but may make your child feel unwell briefly. The alternative Influenza vaccine is administered by injection and may also make your child feel a little unwell for a day or so afterward in some cases.

With either of the Influenza vaccines, it is your choice whether to keep your child away from nursery for the day after immunisation although you may prefer to do so if they are not feeling altogether well. This is at your discretion; however, in the event that any child feels unwell after receiving vaccines, we observe our usual policy about requesting parents to collect children who are unwell from nursery.

Medication for employees

All employees should inform management if they are on any kind of medication that needs to be taken during the nursery day and if appropriate a health care plan can be kept on their file. This is so that the information can be passed to medical practitioners in an emergency. Staff medication must be kept out of the reach of children. Pill blister packs must never be disposed of in a bin that is accessible to children, as doing so may give cause for concern that a child has taken a pill from the packet. Any pill blister packs, empty or otherwise, should first be secured in a nappy sack and then in the office, kitchen or main outdoor bin.

Storage

All medication for children must have the child's name clearly written on the container and be kept out of the reach of children, other than when medicines are being issued or received. Medicines must be stored where they are accessible for staff working with the child which may be in the nursery rooms. If medicine is to be kept on the premises for a longer period of time, the child's photo should also be kept on the storage box. Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.