



Date policy created: October 2018

Date policy reviewed:

## **Medication Policy**

### **Prescribed Medication**

A child may attend the setting whilst receiving essential medication as long as one or more of the following applies:

- The child has a long term medical condition and requires on-going treatment.
- The child is well and not distressed but needs to complete a course of treatment in order that they remain well.
- A risk assessment has been carried out for that individual child, and additional advice, support taken from their GP or other medical advisors. Parents will also be asked to contribute to the risk assessment.
- Parents will be asked to complete a care plan which will include emergency procedures if necessary. This care plan will be reviewed every six months unless changes to the child's health requires it to be done earlier
- That they are no longer infectious.

It is our policy that we will administer any prescribed (by a doctor, nurse or pharmacist) essential medication to a child under the direct authority of the parents, so long as the child has had at least one dose or course of the medication previously.

The nursery is required to hold a care plan box which contains completed medication forms for any long term medical conditions. Once the course of treatment is completed these forms are added to the child's record in the office.

All short term medical forms should be kept in the room registers and will be added to the child's record in the office when the treatment is complete.

When the child arrives with his/her parent/carer, the child's key-person or available nursery staff will ask the parent to complete the medication form informing the nursery if the child has had the medication before arriving at the nursery, the correct dosage, times of administration, confirmation that the child has had the medication before (at least one dose), and confirmation that the medication is prescribed by the child's GP. This form must then be signed and dated.

The parent is required to sign this form each day for the duration of the course of medication, unless the treatment is long term in which case the form will be signed and reviewed regularly.

Medication will be clearly labelled and stored in either a medicine box in the fridge or in the care plan box in the child's room. The care plan box must be kept in a visible place to staff but out of reach of the children.

Any training required will be specific to the individual child concerned and be provided by a relevant health professional.

Usually the child's key-person/worker will administer medication, and the Room Leader, Nursery Manager or other previously agreed and trained staff member, will countersign the medication form and will check all doses of medication. The form details the child's name, medication date, dose, who administered the medication and who checked the medication dosage.

### **Non-prescribed medicines – Fever reducing medication**

In the event of a child having a dangerously high temperature we will administer Calpol (or the equivalent) under a parents wishes only after the following precautions have been taken:

- The nursery have obtained prior written consent to administer medication from the parent/carer.
- That this is not the first time the child or baby has tried this type of medication
- That the expiry date has not elapsed
- All methods of cooling down the child by other means have been attempted.
- Parents have been notified and the time delay for collection would put the child at greater risk or discomfort.

When the child joins the setting, parents will be asked to complete a non prescribed medication form (Calpol etc), which will be kept on file in the event of an emergency. Parents will always be contacted for permission before the nursery administers non-prescribed medication and the child must still be collected as soon as possible. A medication form will be completed.

### **Welfare of the child:**

If parents/carers choose not to complete this form they should be made aware that they would be required to collect their child at short notice, to ensure the nursery act in the best interest of the child.

### **Cough medicines/ teething gels/sun creams/lotions/ nappy creams**

When the child joins the nursery, parents will be asked to complete a non prescribed medication form prior to the child starting at the nursery which will include:

- Prior written consent from parents/carers which will include the details of dosage given, when and by whom.
- Confirmation that this is not the first time the child or baby has tried this type of preparation
- That the expiry date has not elapsed

### **All Medicines**

All medication must be in the original containers with directions written in English with the child's name on it. If the medicine has been prescribed, the container must have the prescription label on it. Medicines must be in date and it is the Staff accepting the medicine responsibility to check this

**Public liability insurance:**

- We will inform our insurance company to ensure we comply with the requirements of insurance regarding administering medication and preparations

**Outings:** A risk assessment will be carried out prior to the trip to ensure the individual child's needs are met

## Medication Chart

<b>Type of Medication</b>	<b>Example reasons for administration</b>	<b>Examples of Medication</b>	<b>Length of time</b>
<b>Short term non-prescribed</b>	Child requires short term treatment or pain relief which can be treated with over the counter medication.	Paracetamol Ibuprofen Eye drops Cough Syrup Creams/ Lotions Homeopathic	For 7 consecutive days
<b>Short term prescribed</b>	Child requires short term treatment or pain relief and has been prescribed a course of treatment by their GP which lasts no more than 2 weeks.	Antibiotics Paracetamol Ibuprofen Eye drops Aspirin Ear drops Cough Syrup Creams/ Lotions Homeopathic	As stated on instructions
<b>Long term non-prescribed</b>	Child has been diagnosed with a long term condition (which they suffer from regularly or constantly) which can be treated with over the counter medication.	Teething gel Teething powders Nappy rash cream Eczema cream Piriton * Paracetamol* Ibuprofen*	As and when required
<b>Long term prescribed</b>	Child has been diagnosed with a long term condition (which they suffer from regularly or constantly)	Epipen Insulin Inhaler Eczema cream Piriton *	As and when required

\*Letter from GP required

	and has been prescribed a course of treatment by their GP.	Paracetamol* Asprin* Ibuprofen*	
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\*Letter from GP required

***This list is not exhaustive***

***Please note: The nursery does not provide medication except Calpol in cases of emergency while awaiting parents coming to collect.***