



## Medication

EYFS: 3.19, 3.44, 3.45, 3.46

### Policy

At **Evergreen** we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). 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.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

### Procedure

#### **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.
- 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 a member of staff who will then note the details on the medication form, ask the parent to check this and sign the form.
- 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:
  - 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.
  - 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.
  - 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 member of staff who is first aid trained, will offer it 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). This will be witnessed by another member of staff and both will sign the medicine form.
- If children are prescribed antibiotics they must remain at home for the first 48 hours in case they have a reaction to the medication.

### Non-prescription medication

- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescription medication if they have been dispensed by a chemist, and have a label with the child's name and date of birth. UNTIL September 2021 when we will administer any non prescription medication in line with new statutory guidance in the EYFS 2021. Medication forms MUST be completed prior to any medication being given (this includes items such as nappy cream, moisturiser, Vaseline).
- 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 to control a high temperature during their time at nursery, parents will be telephoned and asked to collect the child.
- On registration, parents will be asked if they would like to consent to their child being given liquid anti-histamine in particular circumstances, such as a wasp or bee sting. If this is to be given, instructions on the medicine leaflet will be followed, this will be written up in the child's notes and emergency medication form. Parents will be telephoned to be informed.
- An emergency nursery supply of anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the manager to make sure that it complies with any instructions for storage and is still in date.
- 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.
- If any child is brought to the nursery in which he/she may require medication for teething 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.

- 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 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.

### **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.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice. The nursery 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 bag, in a locked room where children do not have access, or in the medication cabinet, 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.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in the office medicine cabinet, which is out of reach of all children.

Any antibiotics requiring refrigeration must be kept in the top shelf of the fridge door.

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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>April 2022</i>	<i>L Davy</i>	<i>March 2023</i>
<i>October 2022</i>	<i>L Davy</i>	<i>October 2023</i>