

Medication Policy

Policy

Medication, either prescribed or non-prescribed, may be required from time to time by children within our care. At Nursery Village, it is our aim to ensure children are safe and comfortable and where possible illness does not affect their ability to attend nursery however for the protection of our staff and other children we have the following policy.

Procedures

- Non-Prescribed Medication **CANNOT** be administered to a child at Nursery, with the exception of **Calpol** provided by the nursery.
- **Calpol** may be given when a child has a high temperature or for mild pain relief, to help relieve symptoms while they wait for their carer to arrive. If a child has been given Calpol at home on 3 consecutive days they will not be able to return to nursery until they have been seen by a GP.
- A Family Calpol Permission must be correctly completed by the parent or carer for that child and they **MUST** confirm by phone or Family message that Calpol can be administered on that day, even when the child has permission before a dose can be given.
- This must then be noted on a Family medication form and parents must acknowledge this on Family the same day.
- We will not administer more than 1 dose of Calpol in any one day and once Calpol has been administered, the child must be sent home.
- If a child has been given Paracetamol or Ibuprofen such as Calpol or Nurofen at home they **WILL NOT** be able to attend their nursery session that day and will need to stay home until they are well.
- Prescribed Medication may only be administered for a child at Nursery, where we have a signed prescription and a Prescribed Medication Form has been correctly completed and signed by the parent or carer, for the duration of that prescription.
- Staff will only administer the maximum dosage prescribed on the bottle, if the dosage on the prescription, is higher than the bottle, parents can come in and administer the remaining dose, if they wish.
- Staff should ensure all medication is in good condition and in date.
- Prescribed medication must have been taken at home for 24 hours before we can administer at nursery regardless of whether they've had it before or not.
- Prescription medication must be administered by the child's Room Leader or the nursery manager and witnessed by a second staff member before signing the Medication form and making a visible note on the child's Family profile when complete.

- All medication must be clearly labelled in its original packaging and with the original pharmacy label in the child's name. Once handed over to a member of staff, it will be checked and stored in the medicine cupboard or refrigerated as appropriate.
- Over the counter creams and non-ingested medicated treatments, can be administered by all nursery staff, when in their original packaging and clearly labelled for the child and a Family permission has been completed by the parent or carer.
- If a child without a known allergy becomes unwell and we suspect anaphylaxis, emergency services will be called. We can administer one dose of nursery provided Antihistamine, usually Piriton, providing we have permission on Family from parents. This decision can only be made by a senior member of staff and parents must be contacted. Afterwards, this must be recorded on a medication form.
- Each room has its own first aid kit, which should be stored securely and out of reach of children. The location must be clearly labelled. All first aid kits should be checked once a month to ensure items are in date and we have full stock.
- All first aid kits must contain a mouth shield, gloves and apron and the correct PPE should be used when administering first aid.

For chronic illnesses or children with additional and ongoing medical needs a 'Health Care Plan' is completed for the child and held at the Nursery.

- All medication must be stored correctly within the Nursery, within the Medicine cupboard within the child's room. Medicine which must be refrigerated may be kept either in the kitchen fridge or the milk station fridge as appropriate.
- All medicines must be clearly labelled with a child's name and be in date, or otherwise disposed of and these should be checked weekly to give parents notice to replenish.
- All medicines without an accompanying Medication Form **MUST** not be used, until a Medication Form is correctly completed by the parent or carer.
- Parents must allow time at the beginning of the day to complete all relevant medicine forms.
- Medication **MUST NOT** be administered by a single staff member, but by the child's Room Leader or the Nursery Manager and witnessed by a second staff member.
- Medicines should always be provided in the original container and include the prescriber's instructions. We will not administer any medicines if they have been taken out of their original container.
- Both the person administering the medicine and the witness will be held equally responsible for all medication given.
- All nursery staff will be aware of the needs of children on long-term medication, and familiar with their Health Care Plan and work closely with the parents or carers to ensure that administration of medicines is consistent with the child's medical needs.