



## **Medicine Policy and Procedures**

### Our Aims

At Unique Child Montessori Nursery While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. Children need 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

The Nursery will only administer prescribed medication which has been given by a child's doctor, dentist, nurse or pharmacist.

Non-prescription medication such as (over the counter medication can be administered where there is parents' prior written consent.

We do recognise that younger children may require non prescribed medication in the event that a temperature occurs and your signed consent can be given for CALPOL or equivalent to be administered during this time to lower temperature. You will be contacted when this happens to inform you of our action and you will be asked to collect your child should the temperature remain high. However, if your child is in need of CALPOL on a daily basis this would indicate that your child is unwell and should not be attending the Nursery. CALPOL or the equivalent will only be administered to children under two years. If children over the age of two develops a temperature we monitor them, if their temperature continues to rise we will try to reduce their temperature by offering them water, we will call you to inform you and will ask you to collect.

o If a Doctor has prescribed antibiotics to a child, we presume the child has an infection and therefore should not attend our sites for the first three days of taking the medication.

All medicines are to be kept as directed in a safe place away from children's reach.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

All medication administered to a child will be recorded in the medicine form, countersigned by another staff and given to parents/or carers on the same day, or as soon as reasonably practicable".

If a child needs to take medicine during the day we will ensure that;

- We have prior written consent from the parents with a signature

- All medication which comes into our premises must be clearly labelled with the child's name GP and must be within the expiry date
- A senior member of staff will have the responsibility of administering the medication to the child.

ADMINISTERING MEDICINES PROCEDURES CHILDREN TAKING PRESCRIBED OR NON PRESCRIBED MEDICATION MUST BE WELL ENOUGH TO ATTEND THE SETTING.

MEDICATION MUST HAVE ALREADY BEEN GIVEN ALREADY TO CHILD BY PARENTS AT LEAST 48 HOURS BEFORE BRINGING INTO NURSERY TO ENSURE NO REACTION OCCURRED.

- Prescription Medication must be given by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - full name of child and date of birth;
  - name of medication and strength;
  - who prescribed it;
  - dosage to be given in the setting;
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted; and
  - Signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record sheet to acknowledge the administration of a medicine. The medication record sheet records:
  - name of child;
  - name and strength of medication;
  - the date and time of dose;
  - dose given and method; and is
  - signed by key person/manager; and is
  - Verified by parent signature at the end of the day.

- All medication is stored safely in a cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

## Sickness

Children should not attend the Nursery when they are unwell. The Charity does not have the facilities or staffing to properly care for a child who is unwell. It is not only unfair to that child but also to the other children and adults in the Charity. If a child becomes unwell during the day or appears to have any of the infectious diseases, the parent/carer will be contacted and they are expected to come and collect their child immediately.

o If a child or team member has sickness or diarrhoea during the day or night, they should not attend the Charity for at least 48 hours after the last incident. o

(This is in line with Health Protection Agency guidelines on Infection Control in Schools and Childcare settings)

### **A notice will always be displayed if there has been exposure of an infectious disease in the Centre.**

#### Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.

- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

#### Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

#### When Administering Medication Remember:

1. Ensure you have a witness when administering medication.
2. Wash your hands
3. Check the dosage of the medication, bottle against medication book.
4. Check the name on the medication, bottle against medication book.
5. Ensure the correct dosage is given at the stated time, check bottle against medication book.
6. Record the time, dosage and sign the medication book.
7. Replace the medication back in the medication box/fridge, as per instructions.
8. Return the medication book back to its original place.
9. On collection of their child parents must sign the medication book to acknowledge the medication has been given.

Important information

- Medicines are prescribed for one child only and that medicine must never be given to another child.
- No medicine should be left unattended on shelves or in cupboards and should always be placed back in the fridge or medicine box and out of reach of children.
- Antibiotics should be given as detailed on prescription label. (e.g one hour before food, with water, with food etc)
- Medication may only be given to a child if they have been brought into nursery by the parent and prescribed by a Doctor or medical qualified person.
- OTC over the counter medicine may only be given to a child if they have been brought into nursery by the parent and permission to administer medicine forms id duly completed and signed by parents.
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- Staff must follow the medication procedure at all times.

This policy was adopted at a meeting of Unique Child Montessori Nursery

Held on Thursday, 9 July 2020

Annual reviews dates

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