

Medication Policy

EYFS: 3.19, 3.46, 3.47

At La Petite Academy we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). 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.

Medication prescribed by a doctor, dentist, nurse or pharmacist

- Prescription medicine will **only** be given when prescribed by the above and for the person named on the bottle for the dosage stated and the relevant form has been completed in full and signed by a person with parental responsibility
- All children must have had 24 hours of their antibiotics prior to nursery administering these so they do not have adverse reactions in our care
- Medicines must be in their original containers with their instructions and a printed label from a GP/pharmacy with the child's name on it in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and a manager will check these details and sign to say that the medication can be given
- 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:
 1. 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
 2. 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

3. Parents must notify us **IMMEDIATELY** if the child's circumstances change, e.g., a dose has been given at home instead, 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 senior member of staff (a manager, SENDCO or room leader) 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 staff 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
 - Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response
 - Where medication requires specific skills and knowledge to administer (e.g. adrenaline, insulin) this will not be administered by staff until such time as training has been completed, led by a trained professional (e.g. KITE team).

Non-prescription medication

- The nursery will not usually administer any non-prescription medication
- We do not administer medication containing Aspirin
- If the nursery feels a child would benefit from medical attention, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- An emergency nursery supply of fever relief (e.g., Calpol) and antihistamines (e.g., Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child needs liquid paracetamol or similar medication during their time at nursery (e.g. where a temperature reaches 38.5 degrees or above), such medication will be treated as prescription medication with

the nursery providing one specific type of medication should parents wish to use this (Calpol).

- Parents will be contacted by phone and 2 staff members will be present to hear them agree to a dose to be given and inform us if the child has been given a dose in the previous 24 hours.
- Parents will not be able to provide their own liquid paracetamol etc to be given in the nursery.
- 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 (e.g., removing layers of clothing, applying a cold, wet flannel to the back of the neck). The child will be closely monitored until the parents collect the child
- For nappy changes a non-prescription cream can be applied e.g., Sudocrem, and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- For teething a non-prescription sachet of powder with no active medical ingredients (e.g, herbal) can be administered when children are in a great deal of pain. Prior consent must be obtained from a manager before this can be administered
- If any child is brought to the nursery in a condition in which he/she may require medication sometime 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 and the parent will sign to acknowledge receipt of this information.

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. For children with long term medical

requirements, an Individual Health Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.

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 feel unwell and cannot 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. Staff are prohibited from taking any intoxicating medications which may affect them whilst on shift.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager as soon as possible and seek medical advice. The nursery manager/registered provider 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 locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children. This must be in a designated place with the child's name clearly written in the original container.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>19/05/2023</i>	<i>J. Hursthouse</i>	<i>19/05/2024</i>