

# Bright Sparks Private Day Nursery

## Medication Policy

- On arrival at Nursery the person with parental responsibility must inform the staff if their child needs to be given prescribed or non-prescribed medication. Staff members are trained to check that medicines are provided in their original containers, have not expired and are suitable for administration specifically for the child in question.
- Those with parental responsibility must complete and sign a medication form, which details the name of the medicine, when it needs to be administered, reasons for administration, batch number, expiry date and the time/quantity of doses within the last 24 hours. For non-prescription medication, parents may indicate if the medicine is to be administered at the discretion of the Nursery staff i.e. if the child displays symptoms throughout the course of the Nursery day, in this instance a medicine form is still required and staff members must check that the dosage is the same as that printed on the bottle. Prescription medication will only be given to the person named on the bottle for the dosage stated.
- Under no circumstances shall any child be given any form of medication unless the person with parental responsibility has given his/her **written** consent.
- The Nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter. **Nor will the setting administer more than one kind of medication at any one time without written consent from a doctor, dentist or pharmacist.**
- Only a senior member of staff may administer the medication and they must fill in the medicine book with the child's name, name of medicine and the time of dosage, this must also be counter-signed by another staff member who will also check and witness the dosage being given.
- When the child is collected from Nursery parents/carers need to sign the medicine book in order for them to see when the child was given the last dose, so they do not overdose at home
- The Nursery will administer non-prescription medication for a period of three days, dependant on the medication or the condition of the child. After this time medical attention should be sought.
- 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.
- Completed medicine sheets are filed in the filing cabinet
- Medicine books are also kept in the filing cabinet when complete

If a child in our care has a specific medical need, all relevant information regarding their medical condition is sought. Those with parental responsibility may complete a long term medicine form which authorises the administration of a long term medicine or a whole course of medicine 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 should 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 medicine book will be completed by staff and parents in accordance with the above guidelines. Parents will be asked to log when the administration of the medicine in question should cease. For medical conditions that are not commonplace, meetings will be held with parents and any necessary Health Care professionals to ensure that the Management Team at Bright Sparks are aware of how to manage the condition in the setting and administer medication correctly. This will then be cascaded to relevant staff on a need to know basis.

- At the time of administering the medicine, a senior member of staff 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 and where necessary we may contact parents
- Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response
- Wherever possible we ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each 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 their line 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 their pigeon hole in the staff room or in the unit room 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. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children. First aid boxes will only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads.

### **Storage**

All medication for children must have the child’s name clearly written on the original container and kept in a locked cupboard in the office. We have a designated compartment in the fridge for the storage of medicines that must be kept chilled. If a child is prescribed an Epi-pen, it is to be stored in a small clear box with the child’s name and picture on it, this box must not be locked away and will be stored out of

reach in the relevant child's unit i.e. on a high shelf. All staff are made aware of this upon induction and children and visitors do not have unsupervised access to these areas.

- Please note that our team of staff are not obliged to provide any medication for any child and do so as an act of good will within our strict guidelines
- Current guidelines will be continually checked against those suggested by Early Years Specialist Teachers, the National Day Nurseries Association and the legal welfare requirements of the Early Years Foundation Stage

**Updated by Frankie Wood December 2016**

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