

# Medication Policy

## **Aim**

Manor House Nursery aims maintain the health and wellbeing of individual children when they are recovering from an illness, infection, or through long term health issues, by administering the appropriate medication and ointments on the specific request of the child's parents/carers.

## **Method**

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 wellbeing, when they are recovering from an illness or where there is an accepted health reason.

As a setting we must have regard to the statutory guidance set out in the EYFS which states that **“Medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist”**. **Medicines containing Aspirin should only be given if prescribed by a Doctor”**

**“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/carer. Providers must have a written record each time a medicine is administered to a child, and inform the parent and or carer on the same day, or as soon as reasonable practicable”**

## **Facts that will be considered:**

- When we use the term 'prescribe', we are referring to medicine that has been recommended by a pharmacist. Any 'Over the Counter' medication should be administered following the advice from a pharmacist.
- Parents will be required to confirm on the Medication Consent Form that advice has been sought by a pharmacist before medication can be administered.
- These types of medication must be in their original containers/packaging and general expiration dates must also be taken into consideration.
- With non-prescribed medication, the Nursery Manager does have the right to refuse the administration of any medication, if it is felt that this is not needed or necessary.

## **Procedures**

Should a parent wish staff to administer a prescribed medication to their child during their day at nursery the following procedure should be followed:

Please speak to a member of staff who will ask you to complete our medication form. You will need to state the exact medication required, the dosage, times to be administered and who prescribed the medicine.

The staff member will ensure the medication is stored safely and administered as and when required.

The staff member is required to sign the medication form following the administration of any medication or ointment and records will need to be signed by parents on request and again at the end of the day following administration of any medication by staff.

Children taking prescribed medication **MUST BE WELL ENOUGH** to attend the setting as set out in the nurseries Managing Allergies, Sickness and Infection Policy.

**CALPOL WILL NOT BE ADMINISTETED TO CONTROL A HIGH TEMPERATURE FOR A CHILD TO REMAIN IN NURSERY.**

We ask parents to please inform us if medication has been administered before a child comes into Nursery, so that we can keep a closer eye on them and ensure their health does not deteriorate.

All medication will be stored inaccessible to the children and must be in its original container which needs to be clearly labelled. If the medication is prescribed or dispensed by a Dr or Pharmacist, it must show the child's name, prescribed dosage and specific instructions for administering.

There may be the rare occasions when your child becomes unwell at Nursery, should this situation occur, staff will contact parents to advise them. If necessary staff may suggest parents send written permission via email to administer children's Paracetamol to ensure the child is kept comfortable until they are able to be collected. Staff will then continue to complete the medication form, indicated parents have given written permission via email and ask parents to sign the medication form when they collect their child. The health and well-being of the child will be paramount at all times.

Staff will never force children to take medication but will report back to parents that the medication had not been administered.

Should your child require regular or long term medication, please ensure you detail this on your child's registration forms or inform your child's key carer as soon as possible. You will then be given an **Individual Health Care Plan**, which will enable you to detail more specifically what you would like the setting to do to support your child's medical needs. The Individual Health Care Plan will give overall consent for the administration of any medications or ointments prescribed and will act as our risk assessment for the individual child's medical needs.

As a setting we are willing to work with parents and other professional to ensure our staff are appropriately trained to support the needs of the individual child, as set out in our Inclusion Policy where possible.

We ask that any Inhalers are clearly labelled and stored in a sealed named container i.e. an ice cream tub, along with any spacer that may be required, so that staff can store this appropriately for the age of the child concerned.

Should your child require an Epi Pen you will need to discuss this with the nursery manager to ensure the relevant support is put in place prior to the child starting within the setting. This will include putting parents in touch with the college nurse who will then ensure all staff within the setting are trained specifically for the child's individual allergy.

Any allergies will need to be detailed on the child's registration forms and an Individual Health Care Plan put in place. Parents will be asked to provide at least one Epi Pen (preferably two) that can be kept at nursery in a sealed air tight container which shows a photograph of the child. This will also contain emergency details and the procedures that need to take place should your child come into contact with a known allergy and suffer from anaphylactic shock. A copy of these details will also be kept with the child's registration forms.

Should medication be required whilst the nursery is on a planned trip or outing, staff will ask the parents to complete the medication form prior to the trip taking place. Any medication will be kept in a relevant container and held by the staff member supervising that child on the trip or outing. This will then be administered at the appropriate time, signed and the form returned to nursery and stored in the medication file after following the normal medication procedure. Any unused medication will be handed back to the parent for disposal.