

# Medication

EYFS: 3.19, 3.44, 3.45, 3.46

At Wood St Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy).

We believe sick children should be cared for at home until they are well enough to return to the Nursery. We are able to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We will ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, especially a child under two, we advise that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

## **Non-prescriptions (over the counter Medication) and Prescription Medication prescribed by a doctor, dentist, nurse, pharmacist or other medically qualified persons.**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- It is appropriate for over-the-counter medicines to be administered by a member of staff in the nursery, following written permission by the parents. Following the EYFS 2021 and BMA guidance
- Medicines must, be in their original containers with their instructions printed in English. Prescription medications should have the pharmacist's details, dosage needed, date the prescription was issued and expiry dates.
- Parents/carers 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, 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

## Administering medicines-

*The law requires parental permission to give any medication (prescription or non-prescription) to children (EYFS paragraph 3.46). We use this form to gain permission for each new medicine parents wish us to administer but not for each time that medicine is given. We always inform parents at the end of each day, when reasonably practical to do so, of any medication administered in line with our policy and procedures for administering medicines.*

- The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - the full name of child and date of birth
  - the name of medication and strength
  - who prescribed it
  - date time and dose of the medicine last taken at home
  - the dosage and times to be given in the setting
  - the method of administration
  - how the medication should be stored and its expiry date
  - any possible side effects that may be expected
  - the signature of the parent, their printed name and the date
- The administration of medicine is recorded in the medication record each time it is given and is signed by the person administering the medication and a qualified first aider. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
  - name of the child
  - name and strength of the medication
  - date, time and dose(s) given at nursery
  - signature of the person administering the medication and a Qualified Paediatric first aider who verifies that the medication has been given correctly
  - parent's signature (at the end of the day). **See example form at the end of the policy**
- At the time of administering the medicine, the child's key worker or a senior member of staff with the supervision of a qualified Paediatric first aider, 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.
- 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.
- It is important to note that staff working with children are not legally obliged to administer medication

### **Non-prescription medication (*these will not usually be administered*)**

- The nursery will not administer any non-prescription medication containing aspirin
- Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so. In the vast majority of cases we believe a child who requires pain or fever relief needs to be cared for at home.
- The nursery will only administer non-prescription medication for a short initial period, 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.

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- The administering of un-prescribed medication is recorded in the same way as any other medication.
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol (Calpol) or anti-histamine (Piriton) in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the child has been at the setting for more than 4 hours and nursery CANNOT contact the parent.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (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.
- 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. The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the parent must provide the cream which should be clearly labelled with the child's name
- 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

Where medical training is needed to administer medications such as injections, pessaries, suppositories, we will seek 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.

### **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

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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 or in their absence the person's line 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 a separate locked container in the small hall cupboard, 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 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.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a cupboard, which is out of reach of all children.

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, in the medicine cupboard

Any antibiotics requiring refrigeration must be kept in the labelled box in the fridge, inaccessible to children.

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# Wood St Nursery Medication Form – Week

Today's Date:	Child's Name:	Date Of Birth:
Name of medication (including brand if non-prescription):	Exact dosage requires (checked against instructions on medication):	
Time/times of medication to be given at nursery each day:	Any specific requirement (e.g. before/after food, known side effects)	
Parent's Signature – to confirm the above details are correct:  _____		

<b>Day 1</b> Date:	Time the child received the last dose before arriving in nursery:  <b>Parent Initial:</b>	Time med given at the nursery:	Dose given at nursery:	Staff who administered med:	Staff who checked/confirmed:
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**I am aware of the time/s and does of medication given to my child today:**  
**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Day 2</b> Date:	Time the child received the last dose before arriving in nursery:  <b>Parent Initial:</b>	Time med given at the nursery:	Dose given at nursery:	Staff who administered med:	Staff who checked/confirmed:
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**I am aware of the time/s and does of medication given to my child today:**  
**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Day 3</b> Date:	Time the child received the last dose before arriving in nursery:  <b>Parent Initial:</b>	Time med given at the nursery:	Dose given at nursery:	Staff who administered med:	Staff who checked/confirmed:
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**I am aware of the time/s and does of medication given to my child today:**  
**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Day 4</b> Date:	Time the child received the last dose before arriving in nursery:  <b>Parent Initial:</b>	Time med given at the nursery:	Dose given at nursery:	Staff who administered med:	Staff who checked/confirmed:
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**I am aware of the time/s and does of medication given to my child today:**  
**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Day 5</b> Date:	Time the child received the last dose before arriving in nursery:  <b>Parent Initial:</b>	Time med given at the nursery:	Dose given at nursery:	Staff who administered med:	Staff who checked/confirmed:
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**I am aware of the time/s and does of medication given to my child today:**  
**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Wood St Nursery Medication Form – Daily

Today's Date:				
Child's name:		Date of birth:		
Name of medication (including brand if non-prescription)				
Exact dosage required (checked against instructions on medication)				
Time the child received the last dose before <b>arriving</b> in nursery				
Time/times of medication to be given				
Any specific requirements (e.g. before/after food, known side effects)				
Parent signature – to confirm the above details are correct				
Time given	med	Dose given	Staff who administered med	Staff who checked / confirmed
Time given	med	Dose given	Staff who administered med	Staff who checked / confirmed
Time given	med	Dose given	Staff who administered med	Staff who checked / confirmed
I am aware of the time/s and dose of medication given to my child today				
Parent signature _____ Date _____				

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