



# MEDICINE

## POLICY AND PROCEDURES

Updates	Who Updated	Comments
February annually		

# MEDICINE POLICY AND PROCEDURES

## TABLE OF CONTENTS

<b>PRINCIPLE .....</b>	<b>3</b>
<b>PRESCRIBED MEDICINES .....</b>	<b>3</b>
<b>OVER THE COUNTER MEDICINES .....</b>	<b>3</b>
<b>ADMINISTRATION OF MEDICATION: .....</b>	<b>4</b>
<b>MEDICINE FORMS .....</b>	<b>4</b>
<b>NON-PRESCRIBED MEDICINES: .....</b>	<b>5</b>

# MEDICINE POLICY AND PROCEDURES

## PRINCIPLE

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy).

If a child requires medicine we will obtain information about the child's needs and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the Nursery, strict guidelines will be followed.

## PRESCRIBED MEDICINES

- Internal medicines: The child must have been taking the medication for a minimum of 24 hours, and in the case of anti-biotics 48 hours, after the first dose before being accepted back into the Nursery. They may only return providing they are well enough and are not contagious. The Nursery will refer to the Local Authority Guidance Document 'Infection Control Policy' if needed.

Once the 48 hours have elapsed the Manager/Deputy Manager can continue to administer the prescribed medication in line with stated instructions (please see below).

- External medicines: The child must have had the medication applied for a minimum of 24 hours after the first application before being accepted back into the Nursery. They may only return providing they are well enough and are not contagious.

Once the 24 hours have elapsed the Manager/Deputy Manager can continue to administer the prescribed medication in line with stated instructions (please see below).

## OVER THE COUNTER MEDICINES

- Internal medicines: They can be administered in line with stated instructions (please see below).
- External medicines: They can be administered in line with stated instructions (please see below).

The Nursery will not usually administer over the counter medication to mask an illness but will administer over the counter medication if it is deemed appropriate by the Manager/Deputy Manager. If the Nursery Manager, Deputy Manager or Room Leader feels a child is unwell then they will contact the parent/carer and ask for the child to be collected from the Nursery.

In certain circumstances the Nursery will refer to good practise outlined in the 'Managing Medicine in School and Early Years Settings'. Written permission will be sought for the administration of any medication brought in the Nursery. Parents will be asked permission for the administering of paracetamol or ibuprofen when it is deemed appropriate.

# MEDICINE POLICY AND PROCEDURES

## ADMINISTERING OF MEDICATION:

- All medication must be stored correctly within the Nursery. Medicine boxes are kept in the kitchen fridge downstairs and the milk kitchen fridge upstairs. We also have medicine cabinets in the office and staff room. All medicines must be clearly labelled and parents must sign all the relevant medicine forms at the beginning of the day. Medicines which may be needed quickly in an emergency must not be locked away but kept out of the reach of all children. All medicines must be signed in and out of the Nursery on our audit forms by a senior member of staff.
- Parents must allow time at the beginning of the day to complete all the relevant medicine forms. It is senior staff's responsibility to check the forms before the parent leaves. When a parent collects their child at the end of the day staff will ask them to sign for the medicine that has been administered.
- The only people to administer medication will be the Manager, Deputy Manager and Room Leaders of the Nursery. No one else will be permitted, at any time, to administer medication. Management must be informed of all medicines that are in the Nursery. These must be entered on the Medicine check list in the office.
- Before any medication is administered a checklist must be completed by the person giving medication, and each stage checked by the witness. Only when both parties are satisfied that all procedures have been followed and are correct, can medication be given to the child.
- Medicines should always be provided in the original container and include the prescriber's instructions. We will not administer any medicines if they have been taken out of their original container.
- As soon as medication has been administered the person who administered it will complete and sign the medicine form. It is the witness's responsibility to ensure they also sign the medicine form.
- Both the medicine giver and the witness will be held equally responsible for all medication given.
- Nursery staff will be aware of the needs of children on long-term medication and work closely with the parents/carers to ensure that administration of medicines is consistent with the child's medical needs. For medication that is used long term we require a written consent letter from the Doctor. i.e. inhalers.

## MEDICINE FORMS

- Medicines will only be administered with written consent by parent/carers.
- If it is a prescribed medication then the prescribed medication form should be completed at the beginning of the course on the first day only. For all following days that the same medicine is needed then a continuation sheet can be completed.
- Medication will only be administered at the times stated by the parent/carer on the medicine form. The only time this will not be effective is if the child is

## MEDICINE POLICY AND PROCEDURES

asleep at the nominated time. As soon as the child awakens the medicine will be given. The time of the next dose will then be calculated by the medicine giver, along with the witness, in accordance with the time difference stated by the parent/carer. It will then be recorded on the medicine form.

- The amount given will be the amount stated on the medicine form by the parent/carer. Should it be above the recommended dosage on the bottle or box then only the recommended dose will be given and the parent/carer informed.

Should a parent/carer not complete the form clearly then a new one can be e- mailed to the parent/carer to complete and send back immediately. Should they not be able to do this then the medication will not be given and the parent/carer informed.

When all medicine forms have been completed they are to be put away in the child's file. This is kept in a locked filing cabinet in the office.

Where appropriate it may be necessary for staff to attend specific training on administration of medicines e.g. epi pen training. We will source the best outlet for any training needs required.

Any member of the staff who has any queries about this policy must not administer any medication, both internal and external, and they must seek advice from the Nursery Manager immediately.