

Medication policy



At least one person who has a current paediatric first aid certificate must be on the premises when children are present (see illness and injury policy guidance). There must be at least one person on outings who has a current paediatric first aid certificate.

Tiddlers Nursery and Pre School promotes good health of children and staff. We take positive steps to prevent the spread of infection and take appropriate measure when staff and children are ill to prevent spread. We ensure children with medical needs receive proper care and support whilst in the setting.

Nursery staff can only administer prescribed medication that is fully labelled with the child's name and the correct dosage required for the child. Unfortunately, staff cannot administer un-prescribed medication. The only exception to this is Calpol.

If a child is suffering from teething and the parent would like Calpol administered to help with the pain, we can. Also, if a child has had their immunisation and require pain relief, we will administer this then. Parents must sign a permission and dosage form prior to leaving their child. If staff feel the child is still unwell, they will contact the parents and ask them to collect their child.

We will also administer Calpol to a child who has a high temperature whilst at nursery. Staff will contact a parent to ask if they can administer a dose of Calpol if they feel the child is suffering from a high temperature. This is because the safest option is to ensure that the temperature is brought down. Staff will make parents aware at this point that their child is unwell and will ask parents to make arrangements for their child to be collected where possible.

Staff responsibilities

It is clearly stated the roles and responsibilities of staff that will need to manage the administration of medicines will be first aid trained with a valid and in date certificate.

In the event of a child requiring a medication that requires medical or technical knowledge to be administered, then the relevant nursery staff (including that child's key worker) will receive training to administer this.

Staff will be responsible for filling in the correct paperwork to ensure the correct understanding of dosage and medication being taken. This paperwork should include:

- Written permission from parents
- Name of child
- Date of birth of child
- The date
- Name of medicine

- Expiry date of the medicine
- The time and frequency of administration
- Member of staff's signature
- Dosage
- Parental acknowledgement
- Signature of staff witnessing administration

All consent forms are kept in the office available to all members of staff.

Staff will be responsible for checking and recording how much and why a child has had medicine before attending the setting and that the medication is prescribed specifically for that child and that the medication carries a recent date of prescription.

In the event of an emergency, the correct procedure will be followed in accordance with the parent's wishes stated in the parent communication book.

Parental responsibilities

Parents are to inform staff of any medication their child is taking, even if it is before entering the setting. Parents need to provide full information about their child's medical needs including details on medicines their child needs and show staff the directions of use.

Parents are to talk to their children's key worker or any member of staff about these needs so that the correct paperwork can be filled out.

It is the parent's responsibility to dispose of any medicines that are in date, expired or no longer needed in the setting.

If a child is being given any medication for the first time it is the responsibility of the parent to ensure for 24 hours there is no reaction or severe effects from this medication. To ensure this we ask parents to keep their child at home with them for the first 24 hours. Any medication required to be administered at nursery must be prescribed specifically to that child and be clearly labelled with their name.

Medication on trips and outings

Children who require medication will not be excluded from trips and outings unless there are sound medical or safety concerns and reasons. In the event of a child needing medication or emergency medication (such as an Epi-pen), staff and parents must:

- Fill in forms stating dosage, times, and other details
- Check that any medication or equipment is safely packed
- Record the medication being taken with staff on the outing

Emergency Procedures

In extreme emergencies e.g. an anaphylactic reaction or diabetic coma, certain medicines can be administered or supplied without the direction of a medical practitioner for the purpose of saving a life.

All staff will be made aware of how to contact persons trained to administer medication in an emergency.

Where possible, all staff will be trained (and will have given their permission) to administer emergency medicine for the purpose of saving a life.

Storage of medicines

All prescribed medicines will be stored out of reach of children. If it can be stored in a cupboard, it will be stored in the first aid cupboard in the managers office, or if the child is under 18months, it will be stored in a locked cupboard situated up high in the self-contained baby unit. If it needs to be kept in a fridge it will be kept in the fridge in the staff room where children are not allowed to enter.

All medicines that are supplied must be clearly labelled with the name of the child, the dose of medicine, a recent date of prescription and frequency of administration given by their doctor or dentist etc.

Medicines will only be accepted in their original container as dispensed by a pharmacist in accordance with the prescriber's instructions and prescribed to the child. If not, we would not be able to accept and store this medication; we would not administer it also.

All emergency medications such as asthma inhalers and Epi-pens are readily available to staff in the event of an emergency. All staff are to know of their location in the event of an emergency.

It is the parent's responsibility to dispose of medicines.

All staff medication is stored out of reach of children in the office.

Date:

Signed on behalf of the nursery by:

The date for review: