

Medication Policy and Procedure

Purpose of this policy

The purpose of this policy and procedure is to ensure that when children require medication, staff administer it safely with their parents' permission.

We aim to:

- Administer prescription medication as specified by a doctor.
- Administer non-prescription paracetamol only when a child requires it. This can be when a child has a high temperature (above 37°C- 37.5°C) or is experiencing pain. Non-prescription paracetamol can only be administered with parental consent.
- Ensure that staff members who administer medicine have received the necessary training and fill out the necessary documentation to keep track of what has been given.

What parents should do:

- Give your permission for nursery to administer medication by sending Emily Askey or your child's room a message on what medication they require, at what time, reason for medication, dosages and EXACT time of the last dosage. A member of SLT will then raise the medication form on the 'family' platform and you must acknowledge this before the medication can be administered. If this online platform is not available for whatever reason, we have paper copies that are then stored in accordance with our retention policy.
- The medication form must include the date, time, dose required, reason for medication, name of medication and when the last dose was administered.
- Understand that non-prescription medication will only be administered if your child needs it. Here at Child's Play we are not permitted to keep children 'topped up' on non-prescription medications. Non-prescribed medication must be supplied for a legitimate cause.
- Parents must notify the nursery about any medical conditions and medicines that their child may need.
- If the circumstances or details of an existing condition/diagnosis changes, or a new diagnosis is made, parents/carers must notify the setting as soon as possible, since this may have implications for their child's care. This includes changes to the prescription, or the support needed.

What we will do

- Nursery practitioners do not hold any medical qualifications; therefore, they will not offer or provide any medical advice. Medical advice should be sought from a medical professional.
- Only administer medication as specified on the packaging e.g., the amount per dose and the period between doses.
- All medical information given by parents will be recorded and all staff, volunteers and students will be made aware of and kept up to date with children's individual needs.
- Store medication forms securely at all times, in accordance with GDPR and our retention policy.
- Staff will work closely with parents to ensure they have full and accurate details of any child with long term medical needs and are fully informed of their condition.
- If the administration of prescription medicines requires technical/medical knowledge, then individual training will be provided for staff from a qualified health professional.
- Individual care plans will be put in place before admission, and these will be reviewed when changes occur or as a minimum yearly.
- Training should be specific to the individual child concerned prior to the child attending nursery.

- Relevant staff will hold an up-to-date Level 3 Paediatric First Aid qualification. This qualification must be reviewed every 3 years.

Medicine Storage

- Medications shall be stored precisely according to product instructions and in the original container in which they were dispensed and recommended for the present condition; they should also include the prescriber's administration instructions.
- Medication will be kept out of reach of children.

Medicine Administration Procedure

- A member of staff will administer the medication with this being witnessed by another staff member. No medication will be administered without a witness present.
- The medication form must be completed on 'Famly'. On this form the following details must be provided:
 - Type of medication
 - Frequency (when the medication needs to be administered)
 - Dosage amount and unit
 - Reason for medication
 - Known side effects
- Each medication form must be acknowledged by both the practitioner and the parent/carer.
- The member of staff administering the medication and the witness are responsible for ensuring that the child is being given the correct medication, to the correct dosage, at the time specified on the medication form by parents.
- If the 'Famly' platform is not available, a paper copy of any medication must be recorded. The staff member in charge of completing the medicine form with the parent will double-check the handwritten inputs supplied by the parent to verify they are correct and complete.
- The medication form will then be updated by the administering member of staff and the witness, at the time of administration.
- The member of staff and the witness are signing to confirm that they have undertaken all appropriate checks prior to administering the medication. This should be completed at the time of administration of the medication not retrospectively.
- On collection of the child the parent/carer will be required to sign the relevant entry on the form to acknowledge that they have been notified of the child having taken the said medication.
- Medicine forms are kept in locked cabinets after they have been used. See retention policy for the time frame they are kept at.

Emergency Paracetamol Administration

- Paracetamol will be administered where a situation is deemed an emergency, if a child with a fever appears distressed or unwell, following authorisation from the manager/deputy manager and a phone call to parents.
- In these circumstances use the same medication form and also fill out the sick child/illness record that documents the symptoms and discussions with parents.
- The following protocol will be followed in the case of an emergency:
 - Contact the parent/carer and give them details of child's symptoms and temperature.
 - Confirm whether any prior medication has been administered by the parent/carer and if so confirm the time and amount of dosage.
 - Tell the parent/carer the dosage to be administered.

- Complete medicine form on 'Family'.
- Ensure the parent/carer has acknowledged the medication form.
- We will not use paracetamol with the sole aim of reducing the body temperature of a child with a fever who is otherwise well. It should be noted that paracetamol cannot be given to babies less than three months old unless prescribed by a doctor.
- The definition of a high temperature is 37.5°C.
- Many children can walk around with a high temperature and be asymptomatic so the practitioners would need to assess if the child is showing other symptoms etc., if there are no symptoms then in reality no treatment is required.
- Parents/carers must not give permission for us to administer any type of medication if their child is allergic to it.
- After a period of illness children must be well enough to return to nursery.
- A child under 16 will never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Action to be taken in case of a breach of the medication policy

If this medication policy is breached by a member of staff in any form, the following procedure must be followed to ensure the safety of the child:

- Parent/carer to be notified immediately. If the child has already been collected, the parent/carer must still be contacted either via telephone or home visit.
- Child's Play will seek the appropriate medical advice and follow this in conjunction with the parent/carers.
- Full written and verbal account of actions to be provided to DSL (designated safeguarding lead), this must include accurate timings of when each event occurred.
- LADO (local authority designated officer) must be informed and advise on the appropriate next steps.