

Medication Policy

At Sweet Peas Nursery, we believe the best place for a child who is sick is at home. Whilst it is not our policy to provide prolonged care for children who are unwell, we agree to administer some medication as part of maintaining their health and wellbeing or when they are recovering from an illness, within the parameters of this policy.

Administering medication

We are unable to administer medication unless we have prior written consent. If a child arrives in nursery unwell, parents/carers must provide their own medication. If a parent/carer requests that their child has any form of medication administered that day they must complete and sign a medication form. Medication must be prescribed and have a dispensary label. Unprescribed medicines will only be administered in exceptional circumstances at the discretion of the Nursery Manager.

The parent/carer will be required to complete a medication form with the following details:

- Name and date of birth of the child.
- Name and signature of parents/carers.
- Name of medication or treatment required, listing all reasons in detail.
- Reason/s for medication or treatment.
- Exact dose to be administered and how.
- Time to be administered and time of last dosage.
- Date the form is being completed.

The name of the medication or treatment must be written the exact way it reads on the bottle. For example, it may not simply say antibiotics or eardrops. It must be the name of the medication.

The dosage advised by the GP/Pharmacist on the medication is the only dosage that will be administered.

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. It is the responsibility of the Practitioner who is liaising with the parent about the



medication form to double check the dosage written is in line with the recommended written dosage.

The Practitioner who is responsible for completing the Medication Form with the parent will check the handwritten entries provided by the parent to ensure they are correct and completed in full. This must be shared with the Senior Childcare Practitioner at the earliest convenience.

Only Senior Child Care Practitioners and members of the management team have the responsibility to administer medication to children. Another member of the team must witness each time medication is administered, checking the dosage, the medication and the details on the medication form.

Before the medication is administered to the child the expiry date must be checked. Once the medication has been administered the form must be completed immediately with the time, dosage given and the name of both the Senior Child Care Practitioner or member of management and the witness.

The team member and the witness are signing to confirm that they have undertaken all appropriate checks prior to administering the medications and that the medication has been administered correctly.

On collection of the child the parent/carer will be required to sign the form to acknowledge that they have been notified of the medication administered, including the dosage and times. It is the responsibility of the child's key person, or in their absence the Senior Child Care Practitioner/s, to ensure the form is shared with parents/carers that day.

Storage of medication

Where medication needs to be stored in a fridge, Practitioners will ensure that the fridge is clean and that the medication is in a lidded box to prevent any spills. All other medication must be stored in a designated medicine box which has a lid on and is kept out of the reach of children at all times. It is not permitted for team members to store short term personal medication in rooms that children have access to including the kitchen area within the Suites. Where a Practitioner has an allergy or breathing restrictions such as asthma, they must store their medication for this in the medicine box in the room that they are working in that day. All medication must be in the original packaging and, where prescribed, the medication must have the dispensary label attached. Inhalers must have a lid on them at all times. Medication boxes must be regularly checked to ensure all medication is within the expiry date. It is the



responsibility of the parent/carer to ensure all medication is in date and compliant with our policy.

Prescription medicine

Prescription medicine will not be administered to any child unless it has been prescribed to them by a doctor or a dentist. If any medication was prescribed to a child for a previous illness or infection, we will not be able to administer the medicine unless we have a note from the doctor. A Short Term or Long Term Medication Form will be completed by parents before administering medications.

For administering all prescribed medication, the above procedure must be followed. If a child is prescribed an antibiotic medication from a doctor that they have not previously been prescribed, they must stay at home for a minimum of 24 hours after the first dosage to ensure there is no adverse reaction. Practitioners administering medicine must be confident that they are able to follow the instructions. Practitioners must not administer medicine in a way that is contrary to the instructions. For instance, if a parent requests the medicine be administered in any way different to the instructions on the packaging, the Practitioner must make the parent aware that we are unable to do so and allow the parent to make the decision as to whether the medication is to be administered as per the instructions or if the child remains at home for the duration of the time the medication is needed.

Non-prescribed medicine

It is not nursery policy to use non-prescription medication to manage illness during the day. If a child has a high temperature of 38 degrees or more, Calpol can be administered to reduce the risk of febrile convulsions.

A member of the Nursery Management team must be made aware as soon as a child is found to have a high temperature.

The child will be encouraged to drink plenty of fluids, removing items of clothing and encouraged to rest if appropriate to help naturally reduce their body temperature.

If the child has been in our setting for less than 4 hours, we will contact parents/carers to find out if the child has had any medication administered before they came to the setting.

Where we have prior written consent, Calpol will be administered and then the parents/carers will be contacted to make them aware of the situation. Where

we do not have written consent, parents/carers will be contacted to explain the situation and if they consent to Calpol being administered they will be asked to email nursery. Calpol will not be administered until the email has been received and an Acknowledgment of Medication Administered Form will be completed.

The child will be closely monitored and if, within 30 minutes of having Calpol administered, the child's temperature does not begin to reduce, or they are continuing to show signs of distress, parents/carers will be asked to collect and will be advised to seek advice from a healthcare professional. If the child's temperature has begun to reduce, we will continue to keep the child comfortable and manage their temperature as above before taking it again a further 30 minutes later.

If after Calpol, natural attempts and an hours' time has passed the child's temperature has not returned to below 37.5 degrees parents/carers will be asked to collect. This is to reduce the risk of a child experiencing a febrile convulsion whilst they are in our care.

For babies and young children who are teething and are known to regularly have a high temperature for a short amount of time due to this, efforts will be made to reduce their temperature with methods mentioned above and with Calpol if appropriate. The remainder of this policy as stated above will then apply, again to reduce the risk of a child experiencing a febrile convulsion whilst they are in our care.

Calpol will only be administered in the dose set out in the guidelines on the bottle. The nursery team will not administer more than one dose of Calpol to any child as this would indicate they are not well enough to be in our setting.

All Calpol provided by the nursery will be checked at regular intervals to ensure that it complies with the instructions for storing the medicine safely and is still within the recommended expiry date. Any medication found to not be within the expiry date will be removed from the nursery immediately. The Practitioner must ensure they familiarise themselves with the instructions and any age restrictions of Calpol before administering the same to ensure they are kept abreast of any updates to the recommended instructions for use.

Use of Nappy Creams

Sweet Peas nursery supplies Sudocrem to be used where we have gained written consent for this from parents/carers. The instructions for use will always be followed and a note will be made on First Steps that this has been applied to the child. Where a parent/carer requests we use an alternative recognised



nappy cream, a short term medicine form must be completed and the instructions followed. For example, if it states that the cream should be used for no longer than 5 days, we would not administer the cream after this date, until advice has been sought by a healthcare professional. At the discretion of the Senior Childcare Practitioner, a Childcare Practitioner who is familiar to the child can apply this cream.

Long term medicine

If a child requires long term medication, for example an inhaler or moisturising cream, then a Long Term Medication form must be completed by the parents/carers. Medicine must be kept in the original packaging with the child's name, specified dose and expiry date clearly stated. Each time the medication has been applied/administered the Long Term Medication form must be completed by the Senior Child Care Practitioner and signed by the parent each day. If the parents/carers inform the setting that the medication dose, time of administration or method of administration differs from the original form a new form must be completed before administering the medicine again. Over the counter creams and moisturisers may be administered and the form completed by a Child Care Practitioner at the discretion of the Senior Child Care Practitioner. When an inhaler has been administered to a child using a spacer, and the spacer stays at nursery overnight, this will be cleaned and left to drip dry on the draining board.

Healthcare plans

Any children with serious diagnoses, illnesses or harmful allergies must have a healthcare plan. The healthcare plan will be completed by the parents/carers with a Senior Childcare Practitioner either before the child begins nursery or as soon as the parents/carers become aware of the condition and before they are next left in our care, and on approval of the Nursery Manager. Any information provided to the parents/carers from the GP/hospital/specialist involved should be provided to nursery and the Senior Child Care Practitioner and Key Person must ensure they are fully aware of this information at all times. A copy of this should be taken and saved with the healthcare plan in the long term medication folder. Each time this information is reviewed the healthcare plan will be amended by the Senior Childcare Practitioner parent/carers. If at any point medication needs to be administered i.e. to control an allergic reaction a Long Term Medication Form must be completed and signed by the parents/carers at the end of the session. If any children within our care have or develop a condition which requires specialist administering of medication, training will be sought immediately. If in the unlikely circumstance that there





are no Practitioners who are trained to administer the medicine then it would be deemed unsafe for the child to remain in nursery.

Medication forms

All medication records are treated confidentially. They must be stored confidentially throughout the day and any breach of this would be deemed a breach of policy. Practitioners new to our team will be shown each style of medicine form during their induction period and the Senior Child Care Practitioner/s will ensure they are confident and able to complete these before the responsibility is placed upon them.

