



Childcare at its best

Managing and administering medicines.

Greenacres will abide by the statutory duty to ensure the administering of medications to children is done correctly and safely.

Greenacres has clear guidelines for staff on the administration of medication to young children.

- The nursery uses Calpol as a paracetamol based medicine and Piriton as an allergy relieving medicine.
- Under no circumstances should medicines be given without the permission of the parent.
- If a parent provides a prescribed medicine for their child, the child's name, dosage and date must be clearly stated on the container.
- The child must have been on the current medication for a period of 24 hours, due to reactions that may occur and to give a day for the medicine to start working. If a child is given a repeat prescription the setting will continue with the medicine, without the 24hr period being necessary.
- After any vaccinations, a 24hr exclusion period is necessary, due to any reactions that may occur. If a child is vaccinated during their nursery day, they will not be admitted back into nursery following the vaccination following the 24hr rule.
- After a child has general anaesthetic a 24hr exclusion period is necessary, due to any reactions that may occur.
- Any medicines administered must be recorded and signed by the administering member of staff and witnessed by another member of staff.
- Care must be taken to read and follow the instructions on the medicine on each administration.
- Under no circumstances should non prescribed medicines be accepted or administered without written consent from the parent, stating the reason for use. Medicines must be received in its original container/packaging clearly stating the dosage and the child's name including homoeopathic medicine.
- A care plan and risk assessment will be carried out for individual children with additional needs.
- Staff will receive appropriate training in such needs and the administration of emergency medicines.

Safe storage of medication.

- When storing medication we consider the temperature, it safely needs to be stored away from the children, ensuring it is in the packaging it was dispensed in and if there are more than one medicine, that they are stored in separate packaging.
- Signs are displayed within the nursery to ensure that all staff know the correct storage areas for refrigerated and non refrigerated medicines.
- Medication must be clearly labelled and stored in a secure place such as the refrigerator or in the kitchen/staffroom in which the children have no access to. Medication should always be inaccessible to the children.
- Large volumes of medicine must not be stored on nursery premises. Staff must check the product instructions for storage and never transfer medication from their original containers.
- Medicines being stored on the premises must be signed in and out by the parent.

Roles and responsibilities of the setting and staff.

- When taking medicines from a parent the staff member will ensure the permission section on the medicine form is completed.
- The staff member will ensure that all record keeping is completed correctly, as we have a duty of care to the children, records offer protection for the setting and proof that procedures were followed.
- The records show the name of the child, date, dosage, name of medication, the time to be administered and if the child had the medicine before coming into nursery. All parties should print and sign, i.e. the parent giving consent, the administering member of staff and the witnessing member of staff and the parent at the end of the day to acknowledge their child has had the medicine.
- It should be noted if there were any problems with administering the medicine e.g. if the child doesn't take the medicine, or vomits.
- If the setting has been unable to contact a parent, Piriton or Calpol will only be administered when a child has been in our care for a minimum of 4 hours, to prevent overdosing and only with prior written consent on the child's medical form.
- Calpol will be given in the event of a high temperature and for pain relief, the minimum age related dose will be given according to the current guidelines set out by the (MHRA) Medicines & Healthcare Regulatory Agency. We will always contact the parent to inform them that their child has become unwell and to gain verbal permission for Calpol to be given.
- If a child is on a paracetamol based medication, we will not give calpol to prevent overdosing.

- If a child's temperature doesn't reduce after Calpol or their condition doesn't improve, parents' will be asked to collect their child.
- The setting will only give a non prescribed medication if written permission is given by the parent in a letter as well as on the medicine form. The medicine must be in its original packaging.
- A risk assessment will be carried out for taking prescription medicines, for children attending outings.
- Staff will have regular training specific to an individual child's needs provided by an relevant health professional.
- The setting will only give medicines containing Aspirin or Ibuprofen only if prescribed by a Doctor.
- We will inform our insurance company of any changes to ensure we comply with the requirements of insurance regarding administering medications.
- When a child has had a hospital stay or operation a risk assessment will need to be completed to ensure we can care for the child appropriately.

The roles and responsibilities of the parent/Carer

- Parents should keep children at home when they are unwell, or are infectious.
- For contagious illness a note from your GP may be required before re-admission of your child to the nursery.
- Parents are responsible for returning any date expired medication to a pharmacy for safe disposal, not the setting.
- A parent will assist the setting in completing a care plan for their child if they have more complex needs. This will be updated every six months unless changes to the child's health require it to be updated earlier.
- A parent must always give written consent for any medicine to be administered by the setting.
- If a parent chooses not to give permission for Calpol, they would be required to collect their child if they become unwell or are in pain.
- Parents are required to sign their child's medicine form at the end of the day, to acknowledge they have been informed of the time of administration of medicine to their child.
- Parents are required to inform us of the last dose of medicine given to their child.
- When providing medication, parents must ensure that they provide it in its original packaging, IE Asthma inhalers in the box with the prescription label on, not loose without a label.
- When providing an over the counter medicine, a parent must ensure that the medicine is age appropriate for the child IE eye drops are for children aged 2yrs and above.

- An over the counter medicine should firstly be given by the parent before requesting that the setting administers it.
- When asking the setting to use nappy creams, moisturising creams, written permission will need to be provided on an 'additional medication form'.
- If a medicine is provided and isn't clear what the purpose is for, the parent will need to get the GP to specify what the use is for, otherwise we will not be able to administer IE sometimes eye drops are given for ear conditions.
- It is the parent's responsibility to inform us of any changes to their child's condition or medication.

Continuous medication.

Where children require medication that needs to be administered for a prolonged period of time due to an ongoing medical condition, parents are required to complete a 'continuous medication form'.

Allergies

When a child starts Greenacres parents are required to inform us if their child has any allergies. The key person or nursery manager will discuss with the parent/carer an appropriate care plan or allergy protocol to manage the allergy and all staff caring for the child will be informed. In severe cases that require emergency medication, the procedures of emergency medications will be followed as outlined below.

If a child develops an allergy whilst in our care the parent will be informed immediately and the minimum dose of Piriton or the child's own substitute will be given with prior written consent from the parent. In a case of a severe allergy an ambulance will be called.

Emergency medicines and children with medical conditions

Where a child is prescribed an emergency medicine for a medical need such as epilepsy, Anaphylactic shock or Asthma the key person will develop a Health care plan with the parent. They will agree with the parent how to recognise when the condition is worsening and when to give the medicine. The Health care plan must be agreed and signed by the parent, key person and the Professional prescribing the medication.

Advice from the relevant health care professional will be sought to determine whether the administration of the medication require specific training. If training is needed then Greenacres will regularly arrange for the key staff caring for the child. The trained staff must check the Health plan before administering the medicine to the child. The staff should follow the correct procedures in

administering the medicine; they should check the expiry date of the medicine and check the medication has not been tampered with.

Health care plans must be developed prior to the child starting at Greenacres. If the condition develops when the child already attends the nursery then a health care plan must be developed immediately with the input from the parents and appropriate health care professionals. In some cases it may be necessary for childcare to stop until the plan is completed and training has been put into place. This will be determined by the by the nursery manager after consultation with relevant health care professionals. This is to ensure that Greenacres staff can meet the individual needs of the child appropriately and provide the level of support that is required. Health care plans should be reviewed annually or if any significant change.

For children that have medical conditions that required EHC plans, we will comply with The SEND code of practice.

If a child attends a nursery outing, then their emergency medicine must go with them with a trained member of staff.

Before/ whilst administering an Epipen 999 should be called. Throughout the treatment of the child, their dignity should be considered wherever possible. Other children in the nursery may be concerned and members of staff should care for them in another part of the nursery where they can be reassured. Other parents may need to be informed if their child has witnessed their friend become unwell or received emergency treatment, so they can reassure them at home.

This policy is written in line with current guidance from 'Statutory guidance on supporting pupils at school with medical conditions.