

# GREENACRES

Childcare at its best

## Managing medicines and supporting children with medical conditions.

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

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

\* The setting has a medical needs coordinator, whom is responsible for ensuring each individual's medical needs are met. They will be involved with individual healthcare plans to risk assess activities, including trips. They will audit medications, checking they have been signed in and out and will check their expiry dates regularly.

**The named medical needs coordinator is:**

\_\_\_\_\_.

\* The nursery uses paracetamol-based medicine and an allergy relieving medicine. Consent for these is obtained on the child's medical form. These medications will be recorded on a continuous medication form, as they are supplied by the setting.

\* 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 first dose must be given by the parents whilst the child is in their care. The child can be admitted into the setting when their second dose is due, only if they are well enough. There will be no exceptions to this rule except for a repeat prescription of the same medicine

(inclusive of dosage and strength) with no break between courses of medication.#

\* Greenacres recommends that if a child has any vaccinations or immunisations, that they do not attend nursery on this day, especially if they are unwell.

\* After a child has general anaesthetic a 24 hr exclusion period is necessary, due to any reactions that may occur.

\* Written records will be kept regarding any medication administered to children in our care. 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 on a separate letter, from the parent, stating the reason for use. Medicines must be received in its original container/packaging in which it was dispensed, clearly stating the dosage, including homeopathic medicine. All instructions must be in English in order for staff to use correctly.

### **Safe storage of medication.**

\* When storing medication we consider the temperature, it needs to be stored safely 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 and placed into a sealed bag, to avoid cross contamination.

\* 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 an area in which the children have no access to.

\* 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.

\* Temporary medicines being stored on the premises must be signed in and out by the parent. Emergency medicines are covered by their care plan.

\* Emergency medications such as auto-injectors and inhalers will be stored in a zip locked bag with the child's name and photograph on for ease, when in an emergency situation.

\* Staff may need to bring their own medicine into the setting. They have a clear personal responsibility to ensure they take their medicines in the staff room & that their medication is not accessible to children.

### **Roles and responsibilities of the setting.**

\* When taking medicines from a parent the staff member will ensure the permission section on the medicine form is completed by the parents in full.

\* The staff member will ensure that all record keeping is completed correctly. We have a duty of care to the children; records offer protection for the setting and proof that procedures were correctly 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, IE the parent giving consent, the administering member of staff and the witnessing member of staff and then 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 Eg if the dose was missed or was given later or if the child refuses the medicine, or vomits afterwards.

\* We will always endeavour to contact the parent to inform them that their child has become unwell and to gain verbal permission for a paracetamol-based medicine. If the setting has been unable to contact a parent, an allergy relieving or paracetamol-based medicine will 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.

\* A paracetamol-based medicine 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.

\* If a child is on a paracetamol-based medication, we will not give any other paracetamol-based medicine to prevent overdosing.

\* If a child's temperature doesn't reduce after the paracetamol-based medicine or their condition doesn't improve, parents' will be asked to collect their child.

\* Staff will have regular training specific to an individual child's needs provided by a relevant health professional. A first aid certificate, does not constitute appropriate training in supporting children with medical conditions.

\* The setting will not give medicines containing Aspirin or Ibuprofen unless 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 return to nursery form will need to be completed to ensure we can care for the child appropriately.

\* As doses of reliever inhalers can change, we will follow the individuals' healthcare plan, which should state the minimum and maximum doses, as agreed with the prescribing doctor. If a written agreement has not been made, the setting will only be able to administer the minimum prescribed dose.

### 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 or empty containers to a pharmacy for safe disposal, not the setting.

\* A parent will assist the setting in completing an individual healthcare plan for their child for any ongoing medical needs. This will be updated annually 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 paracetamol-based medicine they are 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 2 yrs and above.

\* An over the counter medicine should firstly be given by the parent, a letter must be written before the setting administers a second dose.

\* If a medicine is provided and isn't clear what the purpose is for, the parent will need to get the medical practitioner 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' which will require acknowledgement if given from the parent at the end of the session.

The setting can use creams such as nappy creams and moisturising creams, written permission will need to be provided on an 'additional medication form'.

### **Supporting children with medical conditions & healthcare plans:**

Greenacres will endeavour to support each individual child with their best interests in mind, providing effective support, ensuring children feel safe.

We will listen to the parents and will be respectful of their values. The setting will gain as much knowledge as possible to show an understanding on how medical conditions can impact on a child's ability to play and learn. Staff will be kept up to date on individual children's needs, so they know what to do and can respond accordingly when they become aware that a child with a medical condition needs help.

We are aware that children with the same condition can require different levels of support; this is established when completing the individual healthcare plan. This will be written in accordance with the parents and relevant health care professional, as a partnership agreement to ensure the child's positive physical and emotional well being, if the hospital has written a emergency healthcare plan, ensure this is given to the setting & are attached to the settings healthcare plan.

Health care plans must be developed prior to the child starting at Greenacres. If the condition develops when the child already attends the setting then a healthcare 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 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.

Specific training will need to be arranged, for staff to be able to administer specialised medicines before the child can attend the setting, this should be tailored to the individual child. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support children.

Children with long term or complex needs will be given the same opportunities as any other child and will be included in various activities such as outings, we will make reasonable adjustments where possible. Their dignity will be considered at all times when carrying out tasks of a sensitive nature, children will be treated with compassion, but not treated differently with their ongoing support. These children may require periods of time away from the setting due to health problems.

Children with a medical condition will not be denied being given a space at the setting because of their medical condition, but could be delayed until appropriate arrangements are made.

The branch special educational needs coordinator (senco) will be involved in any healthcare plans including an EHCP (Education & health care plan) and interactions with parents and health care professionals.

### **Allergies and emergency medication:**

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 healthcare 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 an allergy relieving medicine 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.

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 healthcare 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 healthcare plan must be agreed and signed by the parent and key person.

The child will have a sign on the wall in their room, with their name and photograph on, stating their condition or allergy and the treatment required. This is to ensure everyone caring for the child is made aware; permission is obtained from the parent when completing the healthcare plan. Staff should follow the correct procedures in administering the medicine; they should check the medication has not been tampered with.

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 auto-injector, 999 should be called; we will follow the instructions given to us by the operator. The 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. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives or will accompany them to hospital by ambulance taking their medical paperwork with them.

Management are responsible for ensuring that policies and procedures are properly and effectively implemented by all staff.

*This policy is written in line with current guidance from 'Managing medicines in schools and Early years settings and Supporting pupils at school with medical conditions,*



