

Medicine Policy

You must give prior written consent for **all** medication. A '**Permission to give/apply medication form**' is used for this purpose. Staff **will not** administer ear, eye or nose drops prescribed or non-prescribed. Staff have the right to refuse to administer any medication that they do not feel comfortable giving.

Prescription Medicine (including Asthma & Eczema)

Staff should administer medicine per doctor's label.

All medication must be labeled with the child's name and dosage. Staff will check the expiry date and complete the medication form. You will be asked to check the details and sign the form. The staff member and a room senior/duty manager will check and sign the form. You will be asked to sign the form again on your return to confirm that you have been informed of the dosage given and at what time. Please note that children taking antibiotics prescribed by a doctor should be kept at home for the first 24 hours of taking the medication. This gives the antibiotics time to work and allows you to monitor your child for any allergic reaction that may occur.

The following details must be recorded on the form: -

- Child's Name and Date of Birth.
- Name of Medication.
- Condition for which medicine is required.
- Time of last dose given at home (if applicable).
- Dosage and instructions – How much, when and by what method e.g., spoon, syringe, etc.
- Medication expiry date.

Before Giving Medication: -

Have a witness present before giving medicine.

Both the person giving the medicine and the witness should check the following details and sign the form, immediately afterwards.

- The medication has the child's name on it.
- The time the last dose was given (telephone parent if unsure).
- Date and time medication is given is recorded.
- Correct dose is given.

Non-Prescription Medicine/Creams (e.g., Calpol/Cough Medicine/Nappy cream)

We will administer non-prescription medication e.g., pain and fever relief or teething gel when prior written parental consent has been obtained and only when there is a health reason to do so. The written consent must be renewed every time a new bottle is brought in. Children are not to be given any non-prescribed medicine containing aspirin. Staff will not exceed the manufacturer's dosage unless over-ridden by a doctor. We can only give the recommended dose of Calpol or Ibuprofen for a maximum of three consecutive days.

If staff believe a child is unwell, they will take the child's temperature. Use methods to cool the child down if he/she has a temperature (37.5 C or above) by removing warm clothing or placing a tepid cloth on the child's forehead. Retake the child's temperature after 10 minutes. If the child's temperature is over 37.5 C or if you feel the child is in pain e.g., teething, you will be contacted to ask if you would like us to administer the medicine you have provided and signed for. Check that the child hasn't had any in last 4 hours.

Again, a witness is required before administering the medicine and the dose must not exceed that recommended on the bottle. You will be asked to sign the form again on your return to ensure that you have been informed that the medication was given, the correct dosage was given and at what time.

Monitor the child for 20 minutes, if there is no improvement, telephone parent to collect child.

Don't wait 20 minutes if the child deteriorates and/or temperature continues to rise.

Teething Gel/Gripe Water/Nappy Cream etc. brought in by parents to use when required. Written Parental consent is required before administering, which must be renewed each time a new tube/bottle/tub is brought in.

Children requiring specific/lifesaving medication: -

If your child requires specific/lifesaving medication, you should ensure that the medication is brought into nursery each time the child attends. Alternatively, the medication can be stored in an out of children's reach cupboard. Each medication stored should be clearly labeled with your child's name, date of birth and be placed in a lidded box with a recent photograph attached to the outside. You will be made aware when supplying specific/lifesaving medication, that it is your responsibility to ensure that the medication is replaced if the use by date expires whilst stored at nursery. You must also supply written details of your child's long-term condition. This information should be obtained from a doctor or hospital.

It is your responsibility to keep such records up to date and inform staff immediately of any changes to the prescription or support staff need to know about. For a child who needs specific/lifesaving medication such as an Epi-pen or medication following a seizure the Manager/Assistant Manager and at least two other members of staff who work with the child, will receive specific training from a qualified Nurse or Doctor on how and when to administer the medication. The training must be specific to the individual child and new training will be sought for each individual child attending.

Storage of medication: -

All medicines will be stored strictly in accordance with product instructions and in the original container in which they are dispensed. They should include prescriber's instructions for administration. Medication that does not require refrigeration will be stored in a cupboard marked with the first aid cross that is out of reach for children.

It is the responsibility of whoever collects your child to ask for his/her medication to be handed back.