

Medications Policy

The statutory guidance to which providers should have regard states: Providers should ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Medicines should not be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Non-prescription paediatric paracetamol e.g. Calpol may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

The Safe Administration of Medicines

Early years practitioners will enquire about all children's well being at the start of each session and record notable information on the register as well as pass it onto the child's key person. Parents should inform staff of any prescribed medication that needs to be administered during the course of the day. An Early Years Practitioner will find out the details of the dosage required and time due and make a written record of it.

When administering medication (prescribed or Calpol), the following procedure will be followed:

- Two early years practitioners are required for the administration of medicines. One early years practitioner stays with the child while the other collects the medicine.
- Contact the parent by telephone prior to administering Calpol medication.
- Check the expiry date for the medicine has not elapsed.
- Two early years practitioners check the identity of the child, record and sign the medication slip.
- Administer the medication.
- If a child is reluctant to take the medicine, or is immediately sick following administration, this should be noted on the records and the parents informed.
- Close observation / recording of child's temperature (where appropriate) should be undertaken on ½ hourly intervals throughout the child's session / all day. The parent should be informed of any deterioration in condition and asked to collect the child in accordance with the Infection Control Policy.

In case of emergency

Calpol may be given in case of emergency when a child develops a high temperature whilst at nursery. Consent for this is requested on the Child Information Sheet.

- Parents are called to inform them of the situation.
- Written consent is gained where possible.

- If written consent cannot be achieved the Manager may take verbal consent in extreme circumstances.
- The manager must obtain written consent when the child is collected at the end of their session.

Following items should also apply:

- Storage of antibiotics. Children's antibiotics are stored in the fridge, labelled with the child's name and DOB.
- The procedure for the storage of self- held medication such as inhalers and Epi-Pens is that they are kept in a cool dry cupboard.
- Storage of children's sun creams, lotions and nappy creams are within the changing area labelled and named for each child.
- Children do not have access to any medication.

Staff medication is stored in the office where children do not have access.

Records

Children's records are completed and remain in the child room under the supervision of the Team Leader until completion of the session. The record of the day's administration is shown to the parent and signed.