



Medicine Policy

Aims

Whilst the centre's policy is not to care for children who are unwell, we will agree to administer medicine which has been prescribed by a doctor, dentist, nurse or pharmacist, as part of maintaining their health and well being during the recovery period.

We will administer non-prescription medication such as pain and fever relief i.e. Calpol, Bonjela with previous written consent from parents/ carers, and **only** ever for health care reasons.

This policy sets the guidelines for the administration of medicines to children while they are attending Leasowe Nursery School. This policy is shared with all staff and parents who are required to acknowledge its contents and agree to the guidelines set out.

The centre ensures that this policy and procedure will meet the individual needs of a child when administering medicines.

In order to achieve this, the centre will;

- Keep written records of each child's needs for medication and ask that parents regularly update these documents.
- Keep written records of all medicines administered to children while in the care of the centre.
- Ensure that medication is given by practitioners, who are responsible for:
 - checking the label on the medication with parents to ensure that the instructions are complete and accurate
 - ensuring that the expiry date of the medicine has not elapsed.
 - ensuring a colleague double checks the expiry date and dose and countersigns the medication form before medication is administered.
- Ensure that permissions to give medication are collected from parents/carers **prior** to any medication being administered.
- Permission **must** be collected for every medicine being administered.
- Record when a medicine has been administered- this will include the time, date and dose given, parents/carers will be asked to sign the medicine record book to show they have received this information.
- Work in partnership with parents/carers to ensure the correct medication, dose etc is given.
- Ensure that staff receive training should any prescription medication require technical/medical knowledge. This training will be from a qualified health professional and will be specific to the child in question.
- Ensure safe storage of all medication, in accordance to the product instructions. All medication must be provided in the original container in order for centre staff to administer to children. Medication that needs keeping in a fridge will be stored securely in a separate container if a dedicated fridge is not available.

16/07/2018

- Ask that parents do not return child/ren that have been prescribed medication until they are well enough to attend, this may depend on sessions attended, type of illness, length of the course of medication and recovery of the child. Staff can administer prescribed medication/cream, however only if medication is provided in the original container and is in date.
- **Asks that parents never leave any medication in their child's bag**, please ensure that all medication is handed to a member of staff so that it can be safely stored until needed.
- Ensure that medicines containing aspirin are not given unless they have been prescribed by a doctor.
- Ensure that we will collect sufficient information in the form of a Health Care Plan (HCP) about any child with a long-term medical need or condition and will work in partnership with parents/ carers and any other health care professionals to assist the administration of any prescribed medication and the management of any other health needs such as, gastroscopy tube.
- Ensure any child who has prescription medication that they are able to self administer will be given support and privacy in which to do so.
- Ensure any child refusing medication will not be forced to take medication but will be reassured and treated with care. The incident will be recorded and parents/carers informed which may result in them attending the setting to administer the medication.
- Parents with a child who needs an Asthma inhaler will be required to complete an Asthma Care Plan (ACP) which will be followed in the event of a child requiring their medication.

The following forms are used to record information regarding administration of medication.

- Medication form.
- Asthma Care Plan (ACP)
- Health Care Plan (HCP)
- Allergy record form

This policy supports

Meeting the Early Years Foundation Stage Safeguarding and Welfare requirements

3.43 Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

3.44 Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.