

## Medication Policy

### **EYFS: 3.42 - 3.44**

At Fireflies Nursery we recognise that there are times when it may be necessary for a child to take medication whilst in our care. However, we will usually only administer PRESCRIBED medication, but may administer some non-prescribed medications according to the needs of the individual child. Where possible, medication should always be administered at home. All non-prescribed and prescribed medicines must be in the original container/packaging and include the medication information leaflet. We will not normally administer the first dose of any medication.

### **Administration**

No medication will be given without prior written consent from parents/carers. Medication will only be administered to the child it was intended for. Medication of any type, prescribed or non prescribed will not under any circumstances be given to any other child than the child whose name is clearly marked on the label. Sharing of any medication between children in the nursery is completely prohibited.

It is the responsibility of the parents/carers to provide a sufficient amount of medication and to ensure it is in date. Medication will not be accepted if it is past expiry date. Should a child need to receive medication whilst at Fireflies Nursery, the parent/carer should personally hand over the medication to a qualified member of staff and ensure time to complete consent forms.

The medication should be in the original container as prescribed by the doctor and as dispensed by the pharmacist, clearly labelled with:

- Child's name
- Name of medication
- Strength of medication
- How much to be given (dose)
- When to be given (times)
- Date dispensed and/or expiry date
- Length of treatment or stop date where appropriate

A consent form must be completed by parents/carers. A separate form will be required for each medication.

Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed. The nursery will not administer a dosage that exceeds the recommended dose on the instructions, unless accompanied by a doctor's letter.
3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
4. Medication has not been removed from the premises. If medication is taken home at the end of the day an new form will have to be completed.

The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.

At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).

If the child refuses to take the appropriate medication, then a note will be made on the form

Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.

Wherever possible we ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.

### **Non-prescribed Medications**

Staff may administer teething gels that are not prescribed by the doctor. However, it is the responsibility of the parent/carer to provide the medicine and ensure that they are in date and age appropriate.

Parents/carers will need to give written consent to the teething gel being administered by the staff. It is the responsibility of the parent/carer to ensure teething gels do not contain choline salicylate.

All non-prescribed medicines need to be clearly labelled with the child’s name and amount to be given (dose) and time scales (e.g only to be given every 4 hours, not more than 4 doses in 24 hours).

- The nursery will administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the parent providing the medicine. (medicines containing aspirin will only be given if prescribed by a doctor)
- If a child does require liquid paracetamol during the day and the parents cannot be contacted staff will attempt to reduce child’s temperature in other ways, however, if temperature does not drop emergency services or 111 will be contacted for further instructions. Nursery Manager will be responsible for making this decision. All attempts will be made to contact parents and emergency contacts to have child taken for medical attention.

- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the responsibility is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager or room leader will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given by completing the medication form.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

### **Medication Procedure**

Teething gels, liquid paracetamol, antibiotics or any other medication that child will need throughout the day will be kept in manager's office along with medication form completed by parent.

Inhalers and epi-pens (emergency medication) will be kept in the **First Aid Cupboard** as it is accessible to all rooms. Room leaders will check weekly to ensure medication is in date and still needed at nursery. This will be noted on Medication log.

Medication will be administered as requested on medication form (in line with doctor's prescription) by a first aid trained member of staff.

1. When the medication needs to be given to the child member of staff will come to the office to collect it - they will bring a medication form along (which is filled by parent) to ensure correct medication is collected.

2. Manager will check the packaging to ensure correct name, date of birth and dose and will pass it onto the member of staff (with syringe or spoon if medication is in liquid form). A red card (with child's name on) will be placed inside the cabinet or fridge if medication is removed.
3. Medication will be given to the member of staff and they will sign medication out on Medication log with manager countersigning the action.
4. Once staff arrive in the room they will ensure there is a witness present - who will check that medication is in child's name and dose on the form and packaging. They will witness medication being taken out the packaging and given to the child.
5. Medication will be administered (and witnessed) utilising the 5 Rights of Medication Administration:
  - Right Child
  - Right Medication
  - Right Dose
  - Right Time
  - Right Route
6. Both members of staff will sign the form, bring it back in the office for manager to initial and log medication back in.
7. When parents come to collect the medication, they will be informed of medication given and asked to collect medication from the office, where manager will give the medication back to parent.

Steps 4 & 5 apply to all medication administration as a witness must be present with any type of medication.

At the end of the day manager will visually check to ensure each medication is returned.

**Staff guide on medication administration:**

1. Check consent of medication form has been completed and signed.
2. Take medication form to the office and collect medication (sign for collection)
3. Wash hands

4. Ensure a second member of staff is present to assist and witness medication administration
5. Check that the medicine is in the original container and clearly labelled with the following:
  - The child's name
  - Name of medication
  - Dose to be given and how often
  - Expiry date
  - Name of issuing doctor/pharmacy
6. Ensure that that medication is given to the child in a quiet area with minimal disturbances.
7. All liquid medication must be measured using a syringe or spoon and administered by Whichever of these methods is preferred by the child
8. Administer the medication utilising the 5 rights of medication administration:
  - Right child
  - Right medication
  - Right dose
  - Right time
  - Right route
9. If a child refuses medication do not force the child to take the medication contact the nursery manager immediately.
10. If a child is sick post administration of medication inform the nursery manager immediately.
11. after administering the medication comfort the child and encourage the child to engage in an activity that allows time to sit quietly.
12. All administering instruments belonging to the nursery shall be cleaned and placed in the sterilising unit. Instruments belonging to the parents will be cleaned and sterilised after each use and sent home at the end of the day.
13. Wash hands
14. Complete medication form and ask witness to sign
15. Return medication to office and sign it in.

### **Emergency Medication**

Parents/carers must provide any emergency medications such as Asthma reliever (blue) inhalers, or Epi pens with clear instructions on how to use them. All Staff that have contact with any child needed a Epi Pen or Inhaler will receive training. The pharmacy label must be attached to the medication.

It is the parent/carers responsibility to ensure medication is in date and that there is sufficient amount in the setting. Emergency medication will be kept in the setting and always accessible (never in a locked cupboard/room).

Emergency medication will accompany the child on any off-site visits and will be kept by the member of staff who will administer it, should it be required.

Staff who agree to administer emergency medication will have training from an appropriate health care professional.

In the event of a child refusing to take emergency medication we will call for an ambulance. Parents/carers will be informed as soon as possible.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic.

### **Managing medicines on trips and outings**

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a medicine form when it has been given, with the details as given above.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

- As a safety precaution, children should not be administered medication when travelling in vehicles, unless in an emergency.

### **Staff Medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children. Staff own medication must be kept in personal lockers and management must be informed at the start of the shift about any medication that will be consumed during the day.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

### **Storage and Disposal of Medication**

All medication for children must have child's name clearly written on the original container and kept in manager's office - in a closed box or locked fridge. Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision always.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

### **Medication Error**

If a medication error is made which involves any of the following:

- Forgetting to give a dose of medication
- Giving more than one dose of the medication
- Giving the medication at the wrong time
- Giving the wrong dose
- Giving the wrong medication
- Giving the wrong medication to the wrong child
- Giving the medication by the wrong route

The employee will



- Notify the Nursery Manager immediately and document the medication error in the Medication Error Report
- The Nursery Manager will then contact the child's parent/carer
- The Nursery Manager will also contact the child's family doctor if necessary to receive instructions of the correct action to be taken.

<i>Internal Use Only</i>			
<b>Policy adopted on: 02.01.2019</b>		<b>Date disseminated to staff:</b>	<b>Date for Review: 02.01.2020</b>
<b>Approved on behalf of the nursery</b>	Name: Jenny Longden	Position Nursery Manager	Sign: <i>J. Longden</i>