

Calside Nursery Medication Policy



All of our policies are developed with Children's Rights at their heart.

In accordance with the UNCRC Articles 6, 24 and 25, we believe that all children have the right for adults to make good decisions about what is best for their healthcare and to ensure that they are healthy in all situations, even when they are away from their homes.

At **Calside Nursery** we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers and be labelled with the dosage and method for administration
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- 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

3. Parents must 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.

- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information 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.

Non-prescription medication

- 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
- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for an agreed time limit, the length of which may be dependent on the condition each medication is to treat. i.e. hay fever
- The medicine must be in its original packaging, supplied by the parents/ carers, including any patient information leaflet supplied with the medication. This would apply to both prescribed and non-prescribed medicines.
- Consent to administer non-prescribed medicines will be obtained in writing on receipt of the medication. The authorisation will cover the reason for giving medicines, how much to be given, when and under what conditions.
- Staff will always contact the person with legal/ parental responsibility by phone, text or email to get additional consent before/after they administer any medicine for 'when required' medicines. Staff will ensure that this does not compromise the wellbeing of the patient, in this case staff will contact the person with legal responsibility after i.e. inhalers
- Services should not request blanket permission to administer medicines.

- The nursery will not administer calpol and ibuprofen to a child during the course of a day, we will administer one OR the other.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then the nursery will always seek phone permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus 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 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
- It is strictly the responsibility of the parent/carer to inform staff of ANY medications given to the child prior to attending nursery. Staff reserve the right to ask/question if the child has been given any medication in order to ensure we are providing appropriate care and preventing the spread of infection (see infection prevention and control policy)

Staff medication

- All nursery staff have a responsibility to work with children **only** where they are fit to do so.
- Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.
- If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice.
- Where staff may occasionally or regularly need medication, any such medication must be kept either in the staff room or in the medication cabinet clearly labelled or in the office if staff need easy access to the medication such as an asthma inhaler.
- If staff require an inhaler an action plan must be kept on file should they require assistance
- In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

Storage

- All medication for children must have the child's name clearly written on the original container and kept in either one of the medication cabinets, in one of

the fridges or in the case of medication such as EpiPens or asthma inhalers they can be stored in the main office: in all cases medication must be stored out of reach of all children.

- 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.
- Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.
- All medications must be in their original containers, labels must be 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.

Date of Policy : March 2025

Date of review: March 2026 (subject to updates or changes in guidance and legislation.)

Nursery Manager: Miss Louise Tinman

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