

University Of Warwick Nursery

Medication Policy and Care Proceedure of sick Children

At **University Nursery** we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Exclusion through Sickness policy). If a child requires medicine, we will obtain information from the parents about the child's needs for this and will ensure this information is kept up to date using a new medicine administration form for each medicine.

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 a child when prescribed by the above and for the child named on the bottle for the dosage stated and must be within the expiration date.
- Medicines must be in their original containers with their instructions printed in **English**
- 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 medication on a medical form completed by a member of staff. 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, member of staff will give the child the medicine and will 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 and the parents will be contacted to see if they can come into nursery and administer the medicine.
- If any child is brought to the nursery with a condition in which he/she may require Antibiotics sometime during the day, the manager will decide if the child is fit to be left at the nursery, i.e., if their temperature is normal and they appear to be able to cope with the rigors of nursery life. 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.

Non-prescription medication (*these will not usually be administrated*)

- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only 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 to administer medication until the child is seen by a medical practitioner.
- 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

Nursery Child Suspension liquid (Paracetamol) and Piriton

- An emergency nursery supply of fever relief (e.g., Calpol) and antihistamines (e.g., Piriton) will be stored in the Office in a locked cabinet. This will be checked at regular intervals by the designated trained First Aider to make sure that it complies with any instructions for storage and is still in date.
- If a child's temperature is above 37.7c in babies and above 37.2c in toddlers and older children, then the procedure of removing excess clothing, socks, and shoes, and offering the child drinks of water will take place. The child's temperature is monitored every 5 minutes for 20 minutes. If the temperature does not come down or continues to rise, then the parents are called to collect their child. If parents cannot collect straight away, they will be asked by staff to give permission to give their child **one dose** of nursery Child Suspension Liquid (or Calpol) whilst waiting for them to collect their child. This is to prevent the risk of the temperature going higher and febrile convulsions. Only **one dose** of nursery Child Suspension Liquid (or Calpol) is allowed to be given in any 24 hours by staff. If staff have given a child medicine to treat a high temperature, the child is only allowed back into nursery the following day if they are well enough to attend; if they have not had or require medicine to keep their

temperature down; and if parents are available to pick their child up as soon as staff notify them that their temperature has risen again to a high level.

- When parents cannot be contacted, the nursery manager will make the decision as to whether the child is safe to have this medication. This is based on the time the child has been in the nursery (a minimum of 4 hours), the circumstances surrounding the need for this medication and the medical history of the child that is listed on their registration form. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents are contacted and have collected the child.
- The nursery DOES NOT administer any medication unless prior written or telephone consent is given.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

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 their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. 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 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. For prescribed medication, a prescription label from the Doctor's surgery/ Hospital/ pharmacy must be on the bottle with the child's name, date prescribed and dose needed. **All medication is to be kept 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.