



Medication Policy:

Ducklings Childcare Ltd requires full medical information from parents and carers regarding their child's medication and medical needs.

This information is to be stated on the 'Registration Forms' and the nursery must be informed in writing of any changes. These changes must also be discussed with staff members to ensure appropriate care is provided at all times. All medication records are treated confidentially.

If a child requires long term medication (e.g. an inhaler) then a 'Long Term Medication' form must be completed by the parent/carer. Medication must be in its original container with the child's name, specified dose and expiry date clearly stated.

Children with additional needs are provided with an individual box which contains the medication and a procedure sheet outlining when the medication is needed and what care they require. This box goes wherever the child goes while they are under the care of the Nursery. This procedure is monitored and changed as necessary by the nursery Senco. If training is required to administer medication this is undertaken by the child's key person, Senco and at least one other member of staff. This is to ensure that there will always be a member of staff in the building who is trained in the administration of the particular medication.

Only qualified practitioners are to administer medication and there must also be another qualified member of staff present to check medication labels and witness the administration. **Both** members of staff must sign the medication form.

Prescription medication can be administered but only when the **parent/carer** has completed and signed a 'Medication Form'.

Non-prescription medication (e.g. Calpol) may only be administered if the parent/carer has given prior permission on the child's registration forms. If a child requires non-prescribed medication in emergencies (e.g. rise in temperature) then management must be informed before contacting the child's parent/carer. Once verbal consent from a parent/carer is received then the medication can be administered. A 'Medication Form' must be completed and signed by the member of staff who administered the medication and also signed by the witness. The medication form must also be read and signed by the child's parent/carer when the child is collected from nursery. If verbal consent from a parent/carer cannot be obtained then **only** if parents/carers have given



prior written consent in the 'Registration Form' can staff administer the non-prescribed medication.

Calpol will only be administered in the dose set out in the guidelines on the bottle with the maximum dosage being 7.5ml for up to 4 years of age. Once calpol has been administered parents will be informed and it is up to the Management team discretion whether the child should be collected and taken home or allowed to remain on the premises. The nursery staff can administer more than one dose of calpol but must follow the guidelines on the bottle.

If a child arrives in nursery unwell, parents must provide their own medication. If a parent supplies their own Calpol and asks for their child to have this throughout the day then the **parent/carer** must complete a 'Medication Form' on arrival to nursery. They must state the specific dose, times of day and reason for Calpol. If the child becomes ill during the day the nursery holds prior permission to administer Calpol for a high temperature (37.5°C or higher). A 'Medication Form' will be completed and the parent/carer must then sign the form when collecting their child. All other medication forms must be read and signed by the child's parent/carer when they are collected from nursery.

Storage of Medication

Medication is stored at the appropriate temperature and kept out of all children's reach. First aid boxes are checked and refreshed regularly.

Staff who require medication whilst at work must keep medicines in their personal locker or in the nursery office. Medication must not be taken into the rooms or other areas where children are present.

- All medication must be in its original packaging with prescribed medication having a dispensary label attached
- The medication must be within its best before date

The parent/carer will be required to complete a medication form with the following details:

- Name and date of birth of the child
- Name and signature of parent/carer
- Name of medication or treatment required
- Reason for medication or treatment
- Dose to be administered



- Time to be administered
- Signature of the practitioner being notified and completing the form
- Date the form is being completed

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.

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.

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 medication form will be updated on each arrival by the parent/carer with the following:-

- Date and time of the last dose
- The last dose amount
- Initials by the parent/carer

The practitioner who is responsible for completing the Medication Form with the parent will check the handwritten entries provided by the parent to ensure they are correct and completed in full, i.e. date completing the Medication Form and date the child last received medication.

The member of staff administering the medication needs to be a senior member of staff. The witness must be Sarah or Bob Bold or in the event that they are not in nursery it must be another senior member of staff.

The member of senior staff administering the medication and the witness must first check the following:

- That the medication was prescribed by a doctor
- Child's name is on the bottle
- The dosage to be given



- The used by date
- The times to be administered
- Last time the medication was administered

The staff member and the witness are signing to confirm that they have undertaken all appropriate checks prior to administering the medication. This should be completed at the time of the administration of the medication and not retrospectively.

The medication form will then be updated by the administering practitioner and the witness, at the time of administration. Detailing the following:-

- Dosage given
- Date and time administered
- Signature of staff member administering the medication
- Signature of staff witnessing administration of the medication

On collection of the child the parent/carer will be required to sign the relevant entry on the medication form to acknowledge that they have been notified, by the practitioner who administered the medication – of the child having taken the said medication or pain relief. Where the practitioner who administered the medication is unavailable they will delegate the notification task to a named person.

Medication forms are confidential and will be stored securely at all times.

Action to be taken in case of a breach of the medication policy

Should the policy be breached by nursery staff in any form the following action must be taken immediately:

- Parent/carer to be notified via the quickest method available (e.g. if the child has already been collected the parent must be collected via telephone or by undertaking a home visit if necessary).
- Appropriate medical advice will be sought by the setting, in conjunction with the parent/carer
- Nursery staff to inform a member of the management team who will inform the registered person
- Local Authority Designated Officer for Safeguarding will be notified by a member of the management team



- Written notes must be made by the nursery staff and the management team of any action taken with accurate timings recorded events

Paracetamol

Medicines will not normally be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist.

Non prescription medication will not be used to manage conditions during the day but will be administered where a situation is deemed an emergency, if a child with a fever appears distressed or unwell, following authorization from a Nursery Manager. In these circumstances use Emergency Medication Administration Form to document; the child's temperature, the symptoms the child is displaying and to indicate that the Parent/Carer Contract has been checked to ensure prior permission to administer emergency paracetamol has been sought.

If permission has not been granted:

- Contact the parent/carer and arrange collection as soon as possible
- Document the time and person collecting the child
- Indicate no medication has been given on the form
- On arrival ask the parent to sign the completed form

If permission has been given:

- Prior to contacting the parent/carer check the dosage of paracetamol to be given
- Contact parent/carer and give them details of the child's symptoms and temperature
- Confirm whether any prior medication has been administered by the parents/carer and if so confirm the time and amount of the dosage
- Tell the parent/carer the dosage to be administered
- On arrival ask the parent/carer to sign the completed form

We will not use paracetamol with the sole aim of reducing the body temperature of a child with a fever who is otherwise well. It should be noted that paracetamol cannot be given to babies less than three months old unless prescribed by a doctor.



The definition of a high temperature is 37.5°C. Dependent on the age of the child and if any other symptoms are present a doctor may need to be contacted if their temperature is above the following:

Less than 3 months old 38°C

3-6 months of age 39°C

6 months upwards 39°C

If this is the case we will contact parents/carers first for them to collect the child and contact their GP. If they cannot be contacted then the nursery will contact a doctor and continue to make every effort to contact parents/carers or failing that, emergency contacts.

The nursery will keep infant paracetamol suspension pain relief in sachet form for these purposes. This limits the possibility of contamination, we will keep a supply of plastic medication spoons that have a 5ml and 2.5ml measurement for administration. Parents should not give permission if their child is allergic to paracetamol.

A child under 16 will never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Exclusion

Exclusion from nursery will be requested when a child:

Has an infectious disease or viral infection.

Has had an upset stomach due to sickness/diarrhoea the child will be excluded from nursery for 48 hours.

Cases of emergency

In cases of emergency where a child needs to be taken to hospital by ambulance, a member of staff will accompany the child until a parent/carer arrives. Parent/carers will be informed immediately at the time of the incident.