

Administering Medicines Policy

Statement

The Beehive Day Nursery places the child's well-being at the very core of what we do. All staff have paediatric first aid training (See Health and Safety policy for details) and we always ensure that adequate staff to child ratios are adhered to.

Aim

It is our aim to safeguard and maintain the well-being of all children within the Nursery and the staff who look after them.

The following procedures must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine.

The Beehive Day Nursery will only administer medication to a child where parents have given prior written consent. In addition staff will assess whether it is in the best interests of the child. Medicines must be prescribed for a child by a doctor, dentist, nurse or pharmacist (Statutory Framework 3.45). **Medicines will only be accepted in their original container with a printed label that must state the name of the contents, the required dosage and an expiry date.**

Parental Consent

At registration

Parental consent for emergency medicines including Piriton and Calpol forms part of the child's registration process (Statutory Framework 3.46). Parents will always be contacted should any emergency medication be required, this will be as soon as practicable as the welfare of the child will always come first. Staff will always complete a medication form for parents to sign when collecting their child. This will be annotated with the name of the member of senior staff who made contact, which parent gave permission and the time. Parents will still sign the first permission box to confirm their consent was sought, as well as the second box confirming they have been advised, and that the medicine has been returned where appropriate. Parents are responsible for informing the nursery of any changes to the permissions whilst their child is at the setting.

Daily Medication Form

The Key Person will complete with parents a medicine form for any prescribed medicines that the child requires throughout the day. The consent form must include the child's full name, date, name of medicine and reason for it to be given, specific dosage requirements and the parent's consent. Any previous doses that day (prior to attending nursery) **must** be recorded on the medicine form. Parents will always be asked to sign the medication form once the medicine has been returned at the end of the day. Staff will inform parents of the dosage and times that the medicine was given.

These medicine books will be numbered to ensure they are accounted for and reviewed on completion for recurring illnesses.

Long term Medication Form

Written permission is required for emergency treatment of chronic illnesses such as asthma or nut allergies. Where inhalers or epipens are required on a long-term basis, a long term medication form should be completed. This form will be reviewed at least termly on the 'Termly Update Form'. The consent form must include the child's full name, date, name of medicine and reason for it to be given, specific dosage requirements and the parent's consent for its administration over a term. Parents will always be asked to sign the medicine form at the end of the day. Staff will inform

them of the dosage and times that the medicine was given. These Long Term medicine sheets will be numbered to ensure they are accounted for and reviewed on completion. A long term medication form may also be used for the administration of emollient creams. These will be reviewed with parents termly, however parents must notify staff immediately if there are any interim changes to this medication or where the dosage has changed. The Key Person will work in partnership with parents to ensure that any changes to medication are reviewed at least termly and a new form signed. Staff will record when the medicine has been administered and parents will be required to sign the form daily (as needed).

Administration of medicine

- The majority of staff are authorised to administer medicines and sign to say they are willing to do so at the end of their probation period.
- Management will **always** witness the administration of medicines and will sign immediately below the time and dosage given on the medicine form.
- A child who has been prescribed antibiotics for the first time cannot attend the setting until 24 hours from the first dose. This is to safeguard the child against an allergic reaction at the setting.
- Parents will always be shown and asked to sign the medication form at the end of the session to confirm that they have been advised of when the medicine has been administered, that the required dosage has been administered and that the medicine has been returned to them.
- Specific medicines (such as Creon) are recorded in the child's home/nursery communication book and on a Long Term Medication sheet.

Storage of medication

- All medicines will be stored, out of the reach of children, within the medicine basket in their area of the nursery, along with the medication forms or in the emollient creams basket in the bathroom/changing area.
- Medicine which needs to be kept cool will be stored in the milk fridge inside the children's medicine box, within a locked room, out of the reach of children.
- Emergency medication will be stored in the child's area, out of reach of children in the medicine basket or in the medicine basket in the office. During outings or trips to the Meadow, emergency medication and a copy of the medication form will be taken in the Meadow bag.

Prescribed medicine will **only** be accepted in the original container with a prescription label with the child's name, the name of the contents, the required dosage and an expiry date. Any other medication must have the child's name written on it, the product's original label with details of age appropriate dosage and an expiry date. If medicine is out-of-date then staff will be unable to administer it.

Medicine not in its' original container **will not** be accepted.

What happens to the medicine at the end of the day?

Daily medicines will be sent home each day. Parents are advised to check the expiry date on the medicine regularly. Emergency medication can be kept at the setting at the parent's request and will be stored on a high shelf in the office. Emollient creams, where a Long Term medication form has been completed, may be stored in the medicine baskets within the nursery or in the emollient creams basket in the bathroom/changing area.

If a child becomes unwell during the day

Parents will be contacted whenever staff have concerns regarding the well-being of their child. Where a child requires medication to relieve distress as an interim measure, the medication is available and the parent's consent on the Permission Forms is confirmed, then Management will administer it making the necessary records on the Daily Medication Form. These medications include Piriton, and Calpol. Parents will always be contacted should any emergency medication be required, this will be as soon as practicable as the welfare of the child will come first. Parents will be asked to collect their child as necessary. We will not administer paracetamol as well as ibuprofen based medicines. Should a child require both, we would consider them to be too unwell to be attending Nursery. Staff will always complete a medicine form which must be shown to the parent and signed when collecting their child. Only one dose of emergency medication will be administered during the child's nursery session, should the child's condition deteriorate parents will be contacted to collect their child.

In extreme cases when a child's temperature exceeds 39°C and they are distressed/unwell

Staff will monitor the child's temperature and try to keep the child comfortable. Nursery Management will check parental permission for Calpol to be administered (Permissions Form) and where appropriate will administer a dose of Calpol to lower the risk of a seizure. Parents will always be contacted should their child become unwell and will be asked to collect them at their earliest convenience.

Where a parent has not signed the permission form for Calpol to be administered

Nursery Management will contact the parents to explain the severity of the situation and will be asked to collect their child immediately. Should they be delayed or the child deteriorate, we will follow our emergency procedure and dial 999, then follow the guidance given to safeguard the welfare of the child.

If the child's condition deteriorates rapidly - for example: becomes listless, has uneven breathing, has a rash (that does not disappear), or signs of dehydration staff must:

- Stay with child and comfort them.
- Remove excess clothing (such as coats etc).
- Encourage the child to sip some water.
- Ask a member of Management to call for medical assistance (999) and contact parents. Follow the 'Emergency Procedure' detailed on the side of red filing cabinet near to the telephone. Management will then follow advice from medical professionals. (Parents are asked to give consent for emergency aid on the registration forms).
- If the child is taken in an ambulance, a member of Management will accompany them until their parent or carer arrives, taking with them the child's comforter, medicine form, parent information (registration forms) and COSHH information where necessary.

The Beehive Day Nursery Ltd

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Management will always ensure that there is an adequate number of staff for the remaining children and that staff to child ratios are adhered too (See 'Arrangements for Staff Absences Policy').

Parent Partnership

The Beehive Day Nursery works in partnership with parents and external agencies to ensure that staff have up to date knowledge and training to meet specific needs of children concerning the administration of medicine, or other health related matters. Where necessary, training will be carried out by medical professionals. We believe that sharing information in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

Some senior staff have completed the online 'medication awareness' course.

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Signed Nursery Director

Signed Nursery Manager