



### Medication Policy

Medication will only be administered if prescribed by a doctor or if it has been given through the minor ailment scheme and the minor ailment card is shown.

If medication is required a medication form must be completed, by someone from the Management team or a room leader.

Medication form is an electronic form on the Family app.

Once filled out both parents and practitioners must acknowledge this form for the nursery to be able to administer the medication.

Practitioners will complete the medication form alongside the child's family.

Information to be checked

- The child's name is on the prescription label
- The dosage to be administered
- The date prescribed
- The length of time the medication is to be taken for
- The expiry dates
- Any section instructions
- Times medication needs to be given

The times the medication was administered and the person witnessing the medication being taken shall be recorded on the medication form on family.

The greatest care will be taken to see these guidelines are followed and a signed record of all medication administered shall be made on the medication forms all medication given and will be witness by a second practitioner, their signature must also be recorded.

Medicines are to be stored in their original containers, clearly labelled with the child's name and stored in the allocated places.

If a child requires regular medication due to an ongoing medical need an ongoing medication form must be completed by the parent/carer, this is also done via the Family App.

We will not administer any other types of un-prescribed medicines such as cough medicines.

Children will not be administered any medication containing aspirin.

### Paracetamol Products

Paracetamol products will only be administered if there is a health reason to do so such as a high temperature (above 38.0). Every effort will be made to the child's family or a representative prior to paracetamol being administered. If a child's temperature reaches 39.0 we would recommend seeking medical advice. When administering infant paracetamol suspension, the advice on the packaging shall be

followed. The medication being administered will be witnessed and a form shall be completed for the parent /carer to sign on collection. The parent/ carer or other named person must be attempted to be contacted prior to medication being administered if this is not able consent must be sought from the child's consent form.

A child requiring regular doses of paracetamol to maintain a normal temperature (36.4-37.1) should not be in nursery and will be asked to be taken home.

If a child required paracetamol for teething, slight temperature ect, a medication form must be completed, however if a parent /guardian request that paracetamol is to be given every 4 hours the child should not be at nursery and will have to be taken home.

If we are informed a child has been administered paracetamol prior to attending their nursery session this- must be recorded on Famly as an incident form on the child's account: Please see example below

Child's account - Incident form

Location - At home/grandparents etc

Date & Time administered

Medication administered at home - Mum reported xxxx was given 5mls calpol due to being generally unwell.

First aid treatment - Calpol / ibuprofen

Witness -

When and how notified - On arrival to nursery

Other notes - Monitor throughout the day

All Paracetamol / Ibuprofen given at home should be recorded on the Audit form

Parents will then acknowledge the form confirming all information given is correct.

Any Paracetamol products given in nursery due to an accident, high temp should now be recorded on a medication form by a Room leader, Deputy Manager or Myself. The end date recorded on the Medication form MUST be the date the medication is administered.

### **Meeting individual medication needs**

Training will be sought when a child required a prescribed medicine individual to their needs. This will be sought from a qualified health professional. It may be that we would suspend a child's place whilst training is taking place to ensure all practitioners feel confident to be able to meet the care needs of the individual child.

Advice will be gained from our insurance company to ensure we are liable or can make reasonable adjustments to our policy if required.

### **Cross reference**

Arrivals and departures

Accident procedure

Medication form

Calpol form

Sickness policy

Chronological log/audits

## **Reviewed**

January 2011

January 2012 – staff medication, aspirin

April 2015

August 2016 – what staff will check for

February 2017- practitioners completing medication forms, paracetamol record, meeting individual needs, chronological log

January 2018

May 2022 – Electronic Medication form's on Family

January 2023

February 2024 – changes to recording of medication given at home