

## Administration

# Medication Policy

## Policy statement

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534 DfE Development Matters Report and illustrations web 2 .pdf</a>						

## Procedures

### MEDICINE POLICY – INCLUDING PARACETAMOL/ IBUPROFEN SUSPENSION ADMINISTRATION

## Administration of Medicine Policy

### Statement

Rotherfield Pre School places the child's well-being at the very core of the ethos of the setting. Staff in the setting are paediatric first aid trained.

Our policy covering Calpol administration is in accordance with East Sussex's recommendations and we are a 'non- Calpol' nursery. This means that we will not administer Calpol or any equivalents to a child unless the child has a prescription for it from the doctor or in individual extreme circumstances which are discussed with the parents. (For example in the case of a child fitting regularly and needing to keep their temperature down)

If you have administered Calpol to your child, they should not attend preschool for 24 hours from the time when the medicine was ingested. This is because Calpol can mask the effects of illness.

### Procedure

If a child becomes ill at Rotherfield Pre School we will immediately call the parents/carers and ask them to come and collect their child. We will try and make the child as comfortable as we can until they are collected.

If the child has a temperature higher than 37.8 or lower than 35.5, parents will be contacted to collect the child.

### 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.

Rotherfield Pre School works in partnership with parents and information sharing in this area is vital. This ensures that staff can respect and are aware of cultural, ethical, or religious reasons which may relate directly to the administration of medicine.

### Method

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine OR creams:

Rotherfield Pre School requires written consent via a medication form from parents which clearly shows:

CHILD'S FULL NAME AND ADDRESS

CHILD'S D.O.B.

DATE OF PRESCRIPTION AND EXPIRY DATE

DURATION OF MEDICINE

DOSAGE & STORAGE

If medication has NOT been prescribed for the child by a GP or medical professional or has expired its date, Rotherfield Pre School will not administer it. This includes all brands of pain relief or antihistamines. The medication must be in its original container, in date and must be accurate for the ailment

In extreme circumstances the manager may make the decision to administer emergency paracetamol suspension to children if a child's temperature becomes excessively raised in the agreement that the parents are on their way to collect the child. This will only be carried out if the manager has sought permission from the parent and deems it necessary. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.

A first aid trained senior staff member must record every occasion of administering the medication confirming the time & dosage of administration and which member of staff did so. The staff member will then sign the form.

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. If a child has been hospitalised due to an illness, we will contact the child's health visitor for a multi-agency meeting together with the parents and draw up a health care plan. If a child has an asthma pump but not been hospitalised, we will draw up a health care plan and train all staff to the child's individual needs.

Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.

The Nursery Manager will make parents aware of any changes in information. Only Level 3 qualified staff with first aid training will be permitted to administer prescribed medication.

In an emergency, an ambulance will be called for and parents informed immediately.

### Monitoring

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The Nursery Managers will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may.

### Storage

All medication will be stored in either a high out of reach cupboard or fridge if necessary in the kitchen. All medication will be individually bagged and labelled with names, D.O.B, name of medication and prescription dates.

Once the prescription /course has finished any containers or remaining medication will be returned to the parent/ named guardian to dispose of and signed for.

Emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. 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.

This Policy was written by	Laura Deveson
This policy was adopted by	Rotherfield Village Pre School Directors
Date	May 2024

Review Date	May 2025
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### Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
May 2024	Change of name	Laura Deveson	Rotherfield Pre-School Staff & Directors