

Administering Medicines, Sickness and Illness Policy

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

If a child has not had a medication before, we would ask that the parent keep the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect. If a child has had medication such as Paracetamol (Calpol) /Ibuprofen within 24 hours prior to coming to nursery, we would ask that the parent keep the child at home. This is to ensure the child is well enough to attend nursery.

The manager is responsible for ensuring all staff understand and follow these procedures.

Staff are responsible for the correct administration of medication to children for whom they care for. This includes ensuring that a '**Administering Medication Authorisation Form**' has been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

- Children **MUST NOT** attend nursery if given/needling Calpol for illness- as this may mask the symptoms of **Covid-19 or other illnesses**.
- Children taking prescribed medication must be well enough to attend the setting.
- We only administer medication when it has been **prescribed for a child by a doctor, dentist, or other medically qualified person**, it must be in date, labelled with the child's full name and prescribed for the current condition, (medicines containing aspirin should only be given if prescribed by a doctor).
- We only administer medicine that is oral or topical application, any other method of administering medicine will be accepted at the discretion of the nursery manager.
- **If** the administration of prescribed medication requires specialised medical knowledge, a health professional will be required to train staff individually.
- We are unable to administer children's paracetamol (Calpol) – See Covid-19 Procedures.
- We hold stocks of paracetamol (Calpol) for emergencies and this will **ONLY** be given in the event of a high temperature to prevent febrile convulsion and where a parent or named person has been called and is on their way to collect the child. Parent's/carers must sign the consent section on the Permission to seek medical treatment for a sick or injured child within the Child's Admissions pack stating 'in the event that we administer Calpol/paracetamol to treat a raised temperature then we will have contacted the parents/carers to arrange collection of the child for continued monitoring at home. Calpol will only be administered by or will be witnessed by a member of management and recorded".
- Children's own medicine is stored in their original containers, are clearly labelled and are inaccessible to the children.

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- Asthma inhalers **MUST** be provided in the original box with your child's name and date prescribed. (Please do not bring the inhaler already attached to the puffer as it is a prescribed medication and must be treated as above).
- If your child is prescribed antibiotics, they will need to have had 48 hours from the first dose to ensure no reaction before coming into the setting.
- Nappy creams are permitted and can be applied providing the cream is labelled with the child's name and DOB. We do hold a tube of Metanium Nappy Rash Ointment and can apply this with your permission. See Metanium Nappy Rash Ointment Information sheet in nursery file.
- Please note steroid creams are classed as medication and will need a prescribing label.
- Parents/Carers **MUST** give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign the 'Administering Medication Authorisation Form' to give consent stating the following information:
 1. Child's full name and date of birth
 2. Name of medication and its strength
 3. Expiry date of medicine
 4. Who prescribed it
 5. Dosage to be given, method and time
 6. How the medication should be stored
 7. Any possible side effects that may be expected
 8. Signature and printed name of parent and date.

When administering medication staff must record accurately on our medication form **each time it is given**, and the form must be signed by a staff member and witness. Parents are shown the record at the end of the day and asked to sign the form to acknowledge the administration of the medicine.

The medication form records the:

- name of the child
- date and time of the dose
- dose given and method
- signature of the staff member administering/witness
- parent's signature.

If the administration of prescribed medication required medical knowledge, individual training is provided for all staff by a health professional.

Storage of medicines

- All medication is stored safely in the lockable cupboard otherwise in the kitchen fridge in a marked plastic box
- All staff are responsible for ensuring medicine is **STORED SECURELY THOUGHTOUT THE DAY** and handed back at the end of the day to the parent. Overall medicine responsibility lies with the nominated first aider.

- For some conditions, medication may be kept in the setting. Staff check that any medication held to administer on an 'as needed basis', or a 'regular basis', is in date and returns any out-of-date medication back to the parent.
- Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- It is **ESSENTIAL** that **no medication is left in children's bags** as pegs and bags are accessible to children throughout the day. If you have medication in your child's bag please speak to a Manager to keep it safe until the end of the day. If medicine is found in a child's bag it will be removed and store safely.

Children who have long-term medical conditions and who may require on on-going medication:

- A risk assessment is carried out for each child with long-term medical conditions that require on-going medication. This is the responsibility of the manager alongside the staff team. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the role of staff and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every term. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.

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- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

Sickness and Illness

Butterflies Montessori Nursery is obligated to ensure the health, safety and well-being of all children and adults within the setting. This policy applies to children AND STAFF.

- If a child arrives at the setting and appears unwell the key member of staff reserves the right to ask the parent to keep the child at home, for the benefit of that child, and to control risk of contamination to other children and staff within the setting. We have a duty of care to all children and adults.
- We use the **Guidance on infection control in schools and other childcare settings** Published September 2014 as a guide from the medical professional to ensure appropriate exclusion periods are adhered to for all childhood illnesses and diseases. Copies are held on the nursery site and also information is given to parents at registration.
- If a child falls unwell whilst at the nursery, we will contact the parent and request that they collect their child as soon as possible.

First Aid Box

There are 2 children's First Aid Boxes- one located in the main nursery room, the other kept with the register to be taken outside with the register when children are outside. The first aid boxes are checked Monthly using the checklists contained within the boxes.

In the event of concerns or complaints around the administration of medicine or sickness and illness, follow the setting complaints procedure.

Guidance:

Statutory Framework for early years foundation stage. Setting the standards for learning development and care for children birth to five. (September 2021)

Health protection in schools and other childcare facilities. (March 2021)

Guidance on infection control in schools and other child care settings. (March 2017)

Managing Medicines In Schools and Early Years Settings (Reference: 1448-2005DCL-EN) March 2005

Date this policy was reviewed and amended: April 2023

Signed by nursery management: Michele Dann

(Policies dated and signed by Manager – May be viewed in nursery 'Policy and Procedure File')