



## **Medication Policy**

EYFS: 3.19, 3.46, 3.47

At Cheeky Monkeys Day Nursery, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

### **Medication prescribed by a Doctor, Dentist, Nurse, or Pharmacist.**

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated. Any medication requests which do not meet the dosage, dates and medical instructions as per printed on the label cannot be given.
- Medicines must be in their original containers with their instructions printed in English.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. 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
  2. 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
  3. Parents/carers 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 parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's/carer's signature must be obtained at both times.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication) All medication being administered will be witnessed by another member of staff to ensure accuracy.
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is "essential" or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.

#### Non-prescription medication (these will not usually be administered)

- The nursery will not administer any non-prescription medication containing aspirin.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- A fever is considered anything over 37.8°C but if a child develops a fever of over 38°C we may need to administer liquid paracetamol or similar medication to bring their temperature back to a safer level whilst waiting for parent/carer to collect, such medication will be treated as prescription medication, all dosages will be followed as per label instructions and will not be given without prior permission from the parent/carer.
- If a parent/carer cannot be contacted in a timely manner and a child has a high fever of over 38c or more and has been in our care for over 4 hours, then we may administer infant paracetamol in order to try and reduce the fever to a safer level (as long as previous permission to have paracetamol has been sought and signed for by parent/carer). If a child has been in our care for less than 4 hours, then we will seek medical advice accordingly via 111 and their advice and expertise will supersede all policies and procedures in place.
- On registration, parents/carers will be asked to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or

antihistamine in particular circumstances such as an increase in the child's temperature or an allergic reaction, wasp, or bee sting. The specific brand name or type of non-prescription medication will be listed and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent/carer

- An emergency nursery supply of fever relief (Infant paracetamol) and antihistamines (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.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents/carers as per listed on the registration forms. Where parents/carers cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. If a child has not been in nursery for the desired time period as per medicine instructions (e.g 4 hours for paracetamol) and we cannot contact parents/carers staff will call 111 to seek advice to ensure the safety of children in our care and to ensure appropriate treatment can be provided.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parent/carer collects the child.
- For any non-prescription cream for skin conditions e.g., Diprobase, prior written permission must be obtained from the parent/carer and the onus is on the parent/carer to provide the cream which should be clearly labelled with the child's name. We supply various branded nappy creams where we will seek permission to use individually when children start nursery.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager or relevant senior person will decide if the child is fit to be left at the nursery. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form. Children who have had Infant Paracetamol or Ibuprofen should not attend nursery as this can mask symptoms, we need to be aware of.
- As with any kind of medication, staff will ensure that the parent/carer is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given

- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

### **Teething**

For children who are teething we are able to support them by using appropriate, healthcare recommended products. Parents/carers must provide these in the original packaging containing specific instructions and clearly labelled with their child's name. A medication form will need to be completed. We do not supply these ourselves to avoid the risk of allergic reactions and to respect a parent/carers personal choice in this matter.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Staff medication**

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The nursery manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's pigeonhole in the office or clearly labelled and stored safely in the medicine cabinet in the office. Where staff may need easy access to the medication such as an asthma inhaler these need to be stored appropriately. In all cases it must be stored securely, safely, and out of the reach of the children, at all times. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed cupboard in the office, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

**Parents/carers need to ensure that they or an appropriate guardian are available to be contacted or to collect children at all times for the purpose of safeguarding children in our care and meeting their health and well-being needs.**

| <b>This policy was updated on</b> | <b>Signed on behalf of the nursery</b> | <b>Date reviewed</b> |
|-----------------------------------|--|----------------------|
| 20/06/2024                        |  | 20/06/2025           |