

5. Medication

At **Cranleigh Lodge 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 policy). 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.

Illness

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the Nursery Manager will decide if the child is fit to be left at the nursery.
- For information on infection control and infectious diseases visit the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded.

Consent

- We are unable to administer any medication without written consent from parents.
- Medication is only accepted in its original labelled container
- We will not administer any non-prescription medication
- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager before continuing.

Storage

- All medication will;
 - Be stored in accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
 - Be stored in the nursery kitchen
 - Be kept out of the reach of children
 - Be in their original containers
 - Have labels which are legible and in English
 - Be clearly marked with child's name
- Medication that requires refrigeration will be stored in the fridge in the downstairs kitchen or the fridge in the baby kitchen
- Emergency medication such as inhalers and epipens will be stored in the locked cabinet in the office

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

Prescribed medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated

- Medicines must be in their original containers
- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use
- The parent/carer will complete the relevant form to enable the nursery to administer the medication(s) required. This written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes
- Parents must notify the nursery 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
- Any change in the details listed above must be recorded on a new form with counter signature from parent / carer
- The nursery will only administer as per the information listed on the form – we will not administer a dosage that exceeds the recommended dosage on the label unless accompanied by a doctor's letter
- When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- At the time of administering the medicine, a senior member of staff will offer it in a manner acceptable to the child's age 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
- If the child refuses to take the appropriate medication a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.

Antibiotics

- Children who are prescribed antibiotics for an infection must be given the first 24 hours dosage before they come into nursery.

Eye drops

- All eye drops must be prescribed, and we will administer these eye drops following the guidelines on the packaging. Any child who requires eye drops for an eye infection must have received 24 hours dosage at home before coming back into nursery to prevent further spread of infection.

Non-prescribed Medication

Cranleigh Lodge Day Nursery will not administer any non-prescribed medication with the exception of those listed below:

- We will only administer Calpol for **teething babies under 2 years old** and this medicine must be provided by the parent in the morning.
 - This medicine must be handed to a practitioner at the beginning of the day as no medication can be stored in children's bags. A medication form

must be filled in at the beginning of the day with the dosage and time the medication will be needed.

- As nursery practitioners we are unable to decide whether a child needs Calpol. If at the stated time we believe the child may not need the Calpol we will contact the parent who will make the final decision
- We will only administer **one dose of Calpol** during the nursery day for children under 2 years old and **only for help with teething pain**.
- We will not administer any Calpol to children over the age of 2 years old in any circumstances. If a child has a temperature over 38 degrees then the parent will be contacted to collect immediately.

A supply of Calpol is not kept at nursery.

Teething products

We will administer teething gel/granules to help a child under 2 years of age who is suffering from teething pain. These must be provided by the parent and written permission must be provided beforehand. These need to be in the original packaging with the child's name written on and handed to a staff member. No medication can be stored in a child's bag.

Nappy creams

We will apply Sudocream if the parent has given written permission on the admin forms to do so. This needs to be provided by the parent. If the parent would like to provide a different nappy cream, a long-term medication form needs to be filled in. This needs to be in the original container with the child's name written on and left at nursery (not left in the child's bag). Any other creams (e.g. eczema creams) must be prescribed.

No supplies of "Emergency Medication" will be supplied or kept at nursery.

All medication supplied by parents/carers should be handed directly to a staff member and NOT left in a child's bag.

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. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff Fitness to Work & 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 if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff

affects their ability to care for children, for example, where it makes a person drowsy

- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager immediately
- 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 locker/separate locked container in the staff room or nursery room. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children
- In all cases medication must be stored out of reach of children. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>February 2019</i>	<i>Hannah Jones</i>	<i>February 2020</i>