



## **Promoting health and hygiene - Administering medicines**

### **Policy statement**

While it is not our policy to care for sick children, 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 nursery. If a child has not had a medication before, we advise that the parent keeps the child at home for the first 24 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings; the manager is responsible for ensuring all staff understand and follow these procedures.

The manager or senior staff member is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

### **Procedures**

- Children taking prescribed medication must be well enough to attend the nursery.
- Medication must be in-date
- If it is prescribed, it must be for the current condition.
- Children's paracetamol (un-prescribed) is administered only for children with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion. If the child's temperature does not reduce after 45 minutes of the administration of the paracetamol, the parent will be called to collect the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form. No medication may be given without these details being provided:
  - full name of child;
  - name of medication and strength;
  - dosage to be given in the setting;
  - any possible side effects that may be expected should be noted; and
  - signature, printed name of parent and date.
  
- The administration is recorded accurately each time it is given and is signed by two members of staff. Parents sign the record to acknowledge the administration of a medicine.

#### *Storage of medicines*

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The staff members are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the nursery. The manager or senior staff member checks that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
  
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a staff member what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

#### *Children who have long term medical conditions and who may require on ongoing medication*

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. 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 nursery, 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 key person's role 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 six months or more if necessary. 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 must be 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.
- 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.
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the outings procedure.

## **Minimum periods of exclusion**

### Disease/illness

### Minimal Exclusion Period

Vomiting

Child must be off from nursery for  
48 hours once free from symptoms.

Conjunctivitis	The child should stay at home until discharge and redness has gone.
Diarrhoea	The child must be off from nursery for 48 hours once symptoms have gone.
Chicken Pox	Once the spots have scabbed over.
Measles	5-7 days from onset of rash.
Tonsillitis	Excluded for at least 24 hours.
Impetigo	Until skin has completely healed.
Antibiotics	Must be given for 24 hours before returning to the nursery.