

Administering Medicine Policy

Enchanted Day Nursery promotes the good health of all children attending the setting. Medicines are only administered within the setting if it is detrimental to the child's health. When children require medicine to be administered during the sessions of care at the nursery, we follow specific procedures and risk assessments to ensure that this is meeting the Early Years Foundation Stage (EYFS) statutory requirements and the welfare of the child.

Enchanted Day Nursery will only administer prescription medicines to a child if they are in the original box and container, with the directions for use and have been prescribed specifically to the child by a doctor, nurse, pharmacist or dentist.

Note: any medicines containing aspirin will only be administered if prescribed by a doctor.

We ask for parents/carers to complete a medication form with a member of staff, prior to dropping their child off at their nursery session. Medicine will not be administered unless this form is filled out and signed. This information will include:

- Child's name
- Date
- Reason for administering the medication
- Name of medication being administered
- Dosage
- Times to be administered
- Parent signature

The manager or senior member of staff is responsible for administering the medication to the child and recording the information. The procedure they follow:

- Check the name on the medication box to ensure the medication is being administered to the correct child
- Check all information on the box, against that recorded on the medication form
- Check expiry date of medication
- Check parent has signed permission
- Record the time and dose given
- Signature of individual who administered the dose and a minimum of one witness
- Only first aid training members of staff are authorised to administer medication

On collection at the end of the child's session, we ask the parent/carer to sign acknowledgement for every dose administered to their child throughout their time at the nursery. A copy of the medicine form will be given to the parent/carer and the other copy filed securely at the nursery. Non-Prescription Medication

Enchanted Day Nursery will not administer non-prescription medication containing aspirin. The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought.

An 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. For any non-prescription cream for skin conditions e.g. eczema, prior written permission must be obtained from the parent and the parent is to provide the cream which should be clearly labelled with the child's name. Enchanted Day Nursery reserves the right to refuse admission to a child, if they feel they are unwell enough to be at the setting.

Storage of Medicines

All medication is stored safely in a secure cupboard out of reach from children. If medicine needs to be refrigerated, it will be kept in a clearly marked medicine box, inaccessible to children. It is the responsibility of the staff within each base room to ensure that medicine is given back to the parent at the end of the day. Medicine that needs to be stored on the premises will be checked regularly for use-by-date and parents/carers will be kept informed when medicine needs to be replaced. Medicines that need to be directly accessible at all times for a child will be included on any outings/trips outside of the setting. Staff medication will be stored in a designated box in the staff room out of reach of children (see staff medication policy)

Long Term Medical Requirements

When a child has a long term medical condition that requires ongoing medication, a risk assessment will be carried out for them by the manager and key carer. Parents will also contribute to this risk assessment and provide the setting with details that may be a risk factor to the child. For some specific medical conditions, at least two staff working directly with the child and the manager, will receive appropriate training e.g. epi-pen. A health care plan will be written up between the key carer and the parent, outlining information to be shared with all staff, measures to be taken in an emergency, information of the medical condition and any symptoms. This health care plan will be reviewed by the parent every three months or more if necessary to ensure that the information on file is still correct.

Temperatures/Calpol

Enchanted Day Nursery understands that children may develop temperatures throughout their session at the setting. A fever in a child under five years of age is considered to be 38C (100.4F) or above (NHS website). If a child develops a temperature, the nursery manager will:

- Contact the parents to inform them of the situation, providing details of the child's well-being and any changes in behaviour
- Ask permission for Calpol to be given (this will be dependent on whether they have already had medication prior)
- Monitor the child's temperature over the hour after the Calpol has been given
- Contact the parent to update them on the situation. If the temperature has not been reduced to below 38C, then the parent will be asked to collect. If the temperature returns within four hours of Calpol being given, the parents will be asked to collect
- Calpol will not be given throughout the day to mask a temperature
- The manager will contact the parent/carer and ask them to collect, if a child's behaviour signals they are too unwell to be at nursery (regardless of their temperature)