

# MEDICINES POLICY

(See also Sick Children Procedure and High temperature policy)

## The safeguarding and welfare requirements

Health – 3.44, 3.45, 3.46

### Policy statement.

It is the policy of Bridgwater and Taunton College Childcare Centre to work with parents to promote their child's health and well-being.

### Procedure

Parental consent to administer medication to their child must be obtained before giving any child medication.

A written record must be kept **each time** prescribed or non-prescribed medicine is administered to children.

These records are via 3 forms:

- Prescribed (*blue*) – *these must be prescribed specifically for the individual child by a recognised medical professional e.g. doctor, nurse, dentist, pharmacist*
- Non-Prescribed (*pink*)- *Manager's Discretion*
- Regular Prescribed (*green*) - *these must be prescribed specifically for the individual child by a recognised medical professional e.g. doctor, nurse, dentist, pharmacist*

*\*This information is to be emailed by the parent before Medicines can be administered.*

All medications **MUST** always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions, and the child's name and date of birth.

Non-prescribed medications include over the counter nappy cream and teething crystals, these can be administered by the keyperson, but **MUST** be counter signed by a senior member of staff.

Parents must sign to say if their child has had medication prior to coming into the setting. They must state the amount given and the time given.

If a child has been given infant paracetamol suspension (e.g. Calpol) before attending the nursery in order to control pain (teething or long term pain management e.g. after an operation, attendance will be at the discretion of the Management), they must not attend nursery until they are well enough to engage in activities.

**\*\*** No Paracetamol suspension is to be given to children before attending setting, unless prescribed by a Doctor for pain relief (Manager's discretion)

\*COVID-19 procedures mean all paperwork needs to be sent electronically

\*\* A high temperature is a sign of COVID-19, administering paracetamol could disguise the symptoms and so any child who has had paracetamol cannot attend the setting

\*\*\* COVID -19, all information to be sent to parents via Parentzone

If a child has been given infant paracetamol suspension to control a high temperature before arrival at the setting, the parent will be asked to take the child home and not return until their temperature has returned to normal.

The setting will have a supply of infant paracetamol suspension (e.g. Calpol) to use in an emergency with children in the nursery – Refer to High Temperature Policy.

Before giving non-prescribed medication, such as infant paracetamol suspension, in the event of a high temperature; the parent or carer must be telephoned to ensure that it is permissible to give a child medication at that time and that the child has not already been given such medication at home. If a child has been in the setting longer than 4 hours and we are unable to contact parent to check, and the parent has previously signed permission for administration of paracetamol suspension in the child's personal file it can be given if temperature continues to rise

Parents need to sign the medication consent form each time any medication is administered when collecting child.

All medicines must be in the locked filing cupboard in the staff room. For medication that needs to be refrigerated, this should be kept in the fridge in the staff kitchen with the appropriate form.

Staff need to note in their areas any child that requires medication and the time needed.

Inhalers are kept in the boxes provided in the age areas on the nursery floor for ease of access – inhalers must be taken with the child if leaving the building or on an outing in our care.

Any child who has been prescribed an inhaler MUST have their inhaler with them before they can stay in the nursery.

Before administering medication, the correct dosage and completion of the appropriate Medication Permission Form should be checked.

All medication should be administered by a senior or educator with a member of staff as a witness both to sign a form to say the child has received their medication.

\*\*\*This information must be emailed to parent/carer to inform them of the time the medication was given.

Parents must sign at the end of the day to confirm that the medication has been administered. \*\*\*

Should a child be accepted into the Nursery with a chronic illness or condition that requires specific medication such as inhalers or pain relief for long term pain management as advised by a medical professional, then staff will be trained to use or administer these. This will also apply to any child that already attends who develops a chronic illness or condition. In these circumstances a 'Medical Care Plan' will be completed before a child starts at or returns to the nursery and reference will be made to any EHC's (Education, Health and Care plan).

Any medication supplied by parents for short term use will be returned to them at the end of one week.

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\*\*\* COVID -19, all information to be sent to parents via Parentzone

Any new medication must be used at home for 48 hours before being administered at the nursery. This is to ensure that the child is not allergic to the medication.

Regular checks of dates will be made of any emergency medicines we store, for example inhalers.

**Immunisations**

Any child receiving immunisations will not be allowed into the setting until 24 hours after the immunisation has taken place.

Children receiving the nasal flu vaccine do not need to be excluded unless the vaccine is administered by injection, in which circumstances the 24 hour exclusion still applies.

**Reviewed Date: Aug 2020**

**Review Date: Aug 2021**

**Authorised by: .....**

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