

Medication Policy

This document outlines the responsibilities of the nursery and parents and carers when administering prescribed medication to children, in accordance with Ofsted guidelines. As a child care provider, we come across many different kinds of illness in the nursery. We have an obligation to all the children and members of staff to minimise illness and infections. To that effect, we reserve the right to send a child home if we feel it would be detrimental to the child, or other children in the nursery to keep them. A list of illness and infections are detailed in our childhood and illnesses policy. In addition, written parental permission is required, at the time of admission to the seeking of any necessary emergency medical advice or treatment in the future. This is now an Ofsted requirement.

Duties of Parents

- To inform the nursery in writing about your child's health care needs when registering with the nursery and again as soon as there are any changes to these needs.
- To provide any medication required, and ensure that it is fit for use, and clearly labelled.
- To provide prior consent which will be recorded on My Montessori Child.
- To pass on to the nursery staff any information you have about the side effects or adverse effects of the medication that your child is taking, whether administered at home or within the nursery.
- To inform the nursery staff about any medication given to your child within the last 24 hours.
- To ensure that the nursery staff understand how and when to administer the medication, no staff member may undertake the administration of any medication until confident of the process.

Supply

All medication must be supplied by the parent/carer nursery, staff are not permitted to buy and administer medications to children with the exception of calpol which will only be administered in an emergency situation. Prescribed medication is the property of the person for whom it is prescribed, and may not be used for anyone else. All prescribed medicines must be supplied to the nursery in its original prescription packaging, including inhalers, and can only be given to the person named on the prescription label. There can be no exceptions to this rule. Parents/carers must clearly identify how medicine should be stored and if this information is not supplied we will automatically assume that it needs to be stored in the fridge.

Consent

Parental consent must be given in writing on a short or long term medication form before any medication can be administered, this will be completed by a senior member of staff.

Long term medication is checked every month to ensure the information we hold is still accurate and the parent/carer must sign the form to consent to it still being given.

Storage

All medication must be in its original container and clearly labelled with the original sticker stating the dosage, your child's name (not a sibling) and the date of expiry. A senior member of staff will check these details. All children's medication will be stored in the nursery fridge unless other storage instruction are given. Any medication that is not required to be kept in the fridge will be stored safely in the office. Any staff medications will be kept in the staff area fridge or office.

Administration

At all times every member of staff who administers medication must be witnessed by a senior staff member and recorded on the I pad.

Prescribed medication must be administered in accordance with the prescribes instructions on the dispensing label. These instructions must be in full, detailing amount and frequency. Everything on the label must be read and taken into account before administration. Verbal messages are not sufficient and nursery staff must adhere to the instructions on the label. Please be aware that any child who is prescribed antibiotics must be excluded from nursery for 24 hours of starting the course and can only return to nursery if they are well enough to do so. Prescribed medicines (injections, epipens and other special administration techniques) may only be undertaken after staff members have been trained by an appropriate professional. The training which staff receive must not be less than which the parent/carer received, it is imperative that you discuss this with the nursery management as an individual healthcare plan or an additional awareness form may need to be drawn up with you to ensure your child is known to all staff members. Over the counter medication can not be administered by nursery staff except in case of emergency.

Paracetamol and Ibuprofen

Calpol / Nurofen for children and other paracetamol and ibuprofen based medications can now only be administered to a child following a vaccination. A covering letter from your child's G.P or nurse is required stating why your child needs to be given Calpol at nursery. The letter must remain in your child's file within the nursery. You will also be required to complete a medication form as above. Nursery staff must be informed of any child that has been given Calpol or any other pain killer before their session and the reasons why so that the staff members can monitor your child throughout their session. If your child has been given Calpol for a high temperature we will need to exclude them for 24 hours. We ask all parents to be honest with us as if we need to administer Calpol in an emergency it is imperative that we are informed of any other medication that has been given to ensure recommended safe doses are not being exceeded.

In extreme cases when a child's temperature exceeds 39oC and the parent/carer has been contacted for collection the Nursery Manager or designated person in charge will obtain verbal consent to administer a dose of Calpol to lower the risk of a seizure. Parents will also be asked for consent to give Calpol on admission through the medicine permission form. The child must then be collected by their parent/carer immediately and kept away from nursery for at least 24 hours after the last dose is given.

Alternative Remedies and Barrier Cream

If your child is in nappies and occasionally needs a protective 'barrier' cream, you should supply this yourself, with your child's name labelled on the front of the container. You will be asked to complete an ongoing nappy cream form for this. We will only use the cream that you have provided.

Retention of Records

The medication records will be kept for a period of 20 years. Any significant incident concerning administration of medication will be reported to Ofsted.

Sick Children

- When a child becomes ill at the Nursery every effort will be made to contact the parents, who will be requested to come and collect their child as soon as possible.
- Please notify us if you are aware that your child has contracted an infectious disease that has been confirmed by the doctor.
- Children suffering from sickness and diarrhoea, MUST NOT return to the Nursery until at least 48 hours has passed since the last bout. On return the child must be well enough to cope with the Nursery routine.
- Children suffering from conjunctivitis MUST HAVE had 24 hours at home. They can return into nursery after this time with prescribed eye drops. As staff are not trained in administering eye drops we are unable to carry this out and a parent must return to nursery at the appropriate time to administer eye drops.
- Please see the policy for Childhood Illnesses and Diseases for further information on other illnesses and details of exclusion periods.

First Aid

First aid boxes are kept in an accessible place (out of the reach of children) and are checked regularly and replenished as necessary.

In the unlikely event of an emergency we will make contact with the parents immediately. AN AMBULANCE will be called. Unless, parents can reach the nursery before the Ambulance leaves for Hospital, we will meet you at Queen Alexander Hospital, Cosham.