

# Seedling Nursery

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## Administration of medicine

### Rationale

We believe that children with long - term medical needs have the same rights of admission to the setting as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur e.g. with complex medical procedures.

### Aim

- \* To enable children with long – term medical needs to access the provision.
- \* To administer medicines for short – term medical needs to enable the child to attend the provision while recovering.
- \* To be clear on the responsibilities of parents, management and staff.
- \* To provide a safe and robust procedure for staff to follow.

### Prescription Medicines

Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during the settings hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and medicines information leaflet. Staff will not accept tablet medicines that are not in a sealed foil packet, liquid or cream medication that has been taken out of the container or make changes to dosages or times on parental instruction. Medicines will only be given to the named person on the prescription label.

### Non – Prescription Medicines

We will generally not administer non-prescription medicines to children. Parents/carers will need to discuss individual circumstances with the senior member of staff. We will never administer non-prescription medication that contains aspirin. We will apply creams to children when required for nappy rash or eczema. We also use teething relief products again at a parents request and in discussion with a senior member of staff. All products will be named.

### Short – Term Medical Needs

Many children may need to take medicines for a short period of time, for example, finishing a course of medicines such as antibiotics or applying a lotion. We will administer medicines for short – term needs when

- \* The child is well enough to attend the setting
- \* They have had at least one full days dosage of the medication
- \* We encourage parents/carers when possible to administer the medication outside of the provisions opening times
- \* Parents/carers need to discuss details of required medication with the senior member of staff who will make the final decision as to whether we can accommodate.

### Long – Term Medical Needs

Some children may have long – term medical needs and may require medicines on a long term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long term medical needs. Parents will need to meet with the senior staff in advance and discuss any procedures involved ensuring we can provide the care required considering our intimate care policy and participate in any training in advance. An individual care

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plan will be completed along with a long term and emergency medical administering form. We will aim to meet each child's individual needs dependent on staff training, supervision needs, staff confidence and insurance cover.

## Emergency Medical Needs

Some children may require medicines in particular circumstances, Examples of emergency medication are for epilepsy, inhalers for severe asthma and Epipen for severe allergic responses. Parents will need to meet with the senior staff and discuss any requirements. We will aim to meet the needs of dependent on staff training, supervision needs, staff confidence and insurance cover. An Individual care plan and a long term medication form will be completed.

## Paracetamol

In cases where a child's temperature reaches 100°F (37.8°C) then parents will be contacted to ask if paracetamol can be administered. If a parent is not contactable then a senior member of staff will make a decision based on the child's records of permission. If a child's temperature reaches and exceeds 102°F (38.8°C) then the parent will be advised to pick up their child. All administrations of paracetamols are recorded. See Administration of medicine 9.

## Registration

If the parent identifies on the registration form that the child has a medical need, the senior staff will ask for further and more detailed information on the individual care plan and follow the procedure relating to long term and emergency medication as necessary. The senior staff will share this information with the registered person. Parents are responsible for informing the scheme of any changes in medication.

## Training

Staff may need training before administering certain types of medication e.g. inhalers, epipen. We will seek advice from our insurers and registration body before agreeing we are able to administer certain types of medication. Training could be in the form of relevant books, videos and/or accessing external training. External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones, which require technical or medical knowledge.

## Storage

Medicines will be stored in a child safe lockable cupboard and box in the nursery. Those medicines that need to be refrigerated will be kept in the Bar fridge. All medicines must be stored in their original packaging.

## Outings

Medication on an outing will be carried by a member of staff. The accessibility of medication, particularly for use in an emergency, will be considered. A copy of the medicines administered form and individual care plan (if appropriate), will be taken.

## Recording

The parent will complete a consent form detailing the medication and if necessary complete an individual Care Plan as necessary. The senior staff are responsible for checking these forms are completed prior to the child attending the provision. The senior staff will keep a full record of medicines administered.

## Administration of medicine

The EyLog forms will include: name of child, medication, dosage, date, time, parental signature for permission, name of practitioner administering medication, name of witness and the signature of the parent/carer at the end of the day.

The nominated staff member will take responsibility for administering and recording the medication, senior

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staff are responsible for ensuring the children in their care have received their medication. A child will not be able to attend the provision if the relevant forms are not completed. A record of any training accessed by individual or all staff members will be kept on file.

## Administration

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract of employment. The all staff will follow the setting's administration of medication procedure. The nominated staff member will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and individual Care Plan, as necessary, are incomplete or if they feel unclear about the procedure. Staff will respect a child's refusal to take their medication. In any of these cases parents will be immediately informed.

## Confidentiality

All records relating to the medical needs of a child and the administration of medication will be stored confidentially within the setting. Information will be shared with the staff and committee as necessary.

## Law

We recognise that we do not have a legal responsibility to administer medication. We recognise we do have a responsibility under the Disability Discrimination Act 2001 to not treat a child less favourably because of their medical needs.

## Responsibilities

### Management

- \*To ensure a safe and clear policy and procedure is in place.
- \*To liaise with their insurers, follow any recommendations and ensure that if staff follow procedures that they will be covered if there is a complaint.
- \*To provide appropriate training for staff
- \*To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.
- \*To support the staff in fulfilling their responsibilities.
- \*To make the final decision about whether a child is able to access the provision.
- \*Ensure all parents and staff are aware of the policy and procedure.
- \*Ensure staff and themselves put policy into practice and follow documented procedures.
- \*To feedback any concerns to parents/carers and the registered person.

### Parents/carers

- \*To provide information about their child's medical condition and work jointly and openly with us to reach an agreement on the provision's role in supporting their child's needs.
- \*To discuss with the prescriber whether dose time can be altered so it is outside the hours of the provision.
- \*To provide medication in original, labelled containers.
- \*To complete a consent form and individual care plan as appropriate.
- \*To obtain details from a GP or prescribing specialist as requested.
- \*To inform staff of any changes to medication.
- \*To inform staff of any side effects of the medication.

### Staff

- \*To work to the documented procedure if they have agreed to witness the administration of medication.
- \*To discuss any concerns with the nominated person administering the medication and voice any concerns including to not give the medication if staff are unsure of any procedures.
- \*To ensure that the child's medication is handed back to the parent at the end of the day.

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## Medication Procedure - flow chart

Is the medication for a child who has a long-term medical need? Yes or No	
Yes	No
Complete an Individual care plan.	Continue to next question
Is the medication prescribed?	
Yes	No
Check prescription label for child's name and date dispensed. Check for side effects information leaflet.	Medication that has not been prescribed is not usually given. Seek information from parent and check with management if required.
Ask parents to fill in a Short-term Medication Authorisation Form on EyLog OR a Long term and emergency medication authorization form.	
<ul style="list-style-type: none"> <li>• Ask parents to fill in a permission form or a long term medication form on EyLog if required.</li> <li>• Confirm dose and times with parents before parent leaves.</li> <li>• Pass on information to the nominated staff to administer medication.</li> <li>• Store forms and medication correctly.</li> <li>• Ensure the child receives medication when specified.</li> <li>• Ensure all paperwork is signed and witnessed.</li> <li>• Ensure the parent signs the paperwork at the end of the session and return the medication to the parent.</li> </ul>	

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## Individual Care Plan

**Child's name:**

**Date of Birth:**

**Name of parent/Legal Guardian(s):**

**Emergency contact details:**

Name: Contact number:

Name: Contact number:

Name: Contact number:

**Medical diagnosis or condition:**

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**Is the child receiving medical care from any outside agencies?**

	Yes	No	Contact name	Telephone number
Doctor/GP				
Health Visitor				
Physiotherapist				
S&LT				
Other, please specify:				

**Please give details of child's medical/care needs (daily care requirements):**

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**Signs and symptoms to be aware of:**

- 1.
- 2.

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- 3.
- 4.
- 5.

**What constitutes an emergency for the child?**

**Agreed procedure to be followed:** (details of the treatment to be given, when medication is to be given? (Medication must be in the original package with the child's name and dosage stated clearly). What is the usual reaction to medication? Can a second dose be given? If so when? Action required if condition continues).

**Follow up care required for the child:**

**Training required of staff for the care of child:**

Have staff been trained by a qualified medical professional to administer treatment/procedures? **Yes No**  
If not, what is the action plan?

**The information on this care plan has been agreed with:**

**Parent/Legal Guardian (name):**

**Signature:**

**Date:**

**Provider (name):**

**Signature:**

**Date:**

**Medical professional e.g. GP (Name):**

**Signature:**

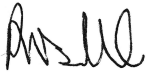
**Date:**

**Planned review date of Care Plan:**

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## Paracetamol (Calpol) Medication Form

Child Name	Reason	Dosage	Parent informed b4 hand	Time given	Time check again	Date	Staff Signature	Staff Witness	Parent's Signature

This policy was last updated	Signed on behalf of the nursery	Date for review
<i>January 2022</i>		<i>January 2023</i>