

# ***Administering Medicines***



The Montessori approach ensures that all children are cared for whilst at nursery. While it is not our policy to care for sick children (who should be at home until they are well enough to return to the setting), we agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

\*In most cases, GP prescribed medicine should be administered at home. Administering medicines will only be done at nursery where it would be detrimental to the child's health if not given in the setting. If the child has not had a medicine before children should remain at home for 24 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning them to nursery.

The following procedures are written in line with current guidance.

## **EYFS: Themes & Commitments**

- Children learn best when they are healthy, safe & secure, when their individual needs are met.....
- Providers must take all necessary steps to keep children safe & well...promote good health...maintain records...
- ...They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill
- Providers must have and implement a policy, & procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, & for keeping this information up to date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)
- Medicine (both prescription & non-prescription) must only be administered to a child where written permission for that medicine has been obtained from the child's parents & / or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents & / or carers on the same day, or as soon as reasonably practicable.

## Effective Practices

### Staff

Dawn Lewis is the nominated person for Health & Safety for Oaklea Montessori nursery CIC, she has completed relevant training and is responsible for the general implementation of this policy.

- The duty manager will agree with the parent whether the child is well enough to attend the setting and whether the medication should be administered at home.
- **Only prescribed medication is administered.** It must be in date and prescribed for the current condition. This must come in the original packaging with the Prescription Label clearly displayed on the medicine. Oaklea cannot administer any medicine where the original packaging and prescription label is not present. *NB Children's paracetamol (un-prescribed) is administered only for children under one year with the verbal consent of the parents/ carers/ medical experts in the case of a high temperature. This is to prevent febrile convulsion AND where a parent or named carer is on their way to collect a child.* Nursery's supply of Calpol will be kept in the medication cabinet and clearly labelled 'OAKLEAS' and expiry date.
- **In extreme circumstances**, un-prescribed 'over the counter' medication such as Calpol may be administered to a child for **Febrile Convulsions**. This action can only be implemented in extreme circumstances where there is written permission from parents/carers prior to the child arriving at nursery on the registration form or Emergency Medication form. For example, if the child is known to have suffered from febrile convulsion due to a high temperature, staff may be permitted to administer Calpol in order to prevent a child's temperature from rising further. Parents / Carers/ Emergency contacts will be contacted to give verbal permission, and if not contactable, Oaklea will ring for medical advice on administering the medication. On the occasion medication has been administered by a member of nursery staff, the child's parents/carer **MUST** collect the child immediately. In the situation of 'Febrile Convulsions', at the beginning of the child's session the parent/carer will be asked when the last dosage of Calpol was given and record this in the nursery diary and on a medication form. This is to ensure the child is not given a second dosage within the 4hour period. Parents/ Carers are advised to seek additional advice from a medically qualified person, who is in a position to confirm that the 'over the counter' medication is suitable for the child with their condition and a signed written letter from the medically qualified person must be handed to Oaklea.
- **In extreme circumstances**, where there has been an **incident** on site/on a walk, and a child needs urgent pain relief, Oaklea will have Calpol onsite/ in outings bag. Parents/ Carers must give prior consent before staff administer this to the child. Parents/ Carers are asked to declare this permission on their registration form or sign an Emergency Medication form. Parents/ Carers /Emergency Contacts must remain

contactable throughout their child's session in case of emergency. Parents/ Carers/ Emergency contacts must be contacted after the incident has occurred and asked to verbally confirm their child can have a dosage (confirming when they had their last dosage if any) and a dose will be given, and the child must be collected immediately. In exceptional circumstances where parents/ Carers/ emergency contacts are uncontactable, staff will seek emergency medical advice and medical attention and will follow administering Calpol if agreed to by medical experts. Nursery will continue to contact emergency contacts for child to be collected immediately. Until this contact has been made, Oaklea will follow medical advice. Nursery's supply of Calpol will be kept in the medication cabinet and clearly labelled 'OAKLEAS' and expiry date.

- When Oaklea administers any medication as above, Staff will fill out a medication form for Parents/ Carers to sign when picking up their child.
- Children's prescribed medicines are stored in their original containers, with the clear prescription label displayed and are inaccessible to children.
- Parents/ Carers give prior written consent for the administration of prescribed medication. The staff member receiving the medication must ask the parent to sign the consent form, which should be fully completed in ink with the following information:
  - **Full name of child and date of birth**
  - **Name of medication and strength**
  - **Who prescribed it**
  - **Dosage to be given in the setting**
  - **Time of dosage to be given in the setting** (N.B. if possible, this dose should be given at home – see \* above)
  - **How the medicine should be stored and the expiry date**
  - **Any possible side effects that may be expected should be noted**
  - **What date the course of medication started**
  - **If the child has had the medication before**
  - **Signature and printed name of parent and date**
- The administration is recorded accurately in ink each time it is given and is signed by the staff member who has administered it.
- The room leader will ensure that this is counter-signed by the parent to acknowledge the administration of the medicine. This includes the following information:
  - **Name of child**
  - **Name of medication and strength**

- **Date and time of dosage**
- **Dosage given**
- **Signed by the key person or acting manager**
- **Verified by parent signature at the end of the day**
- Medicines are stored in a locked cupboard or refrigerated as is necessary.
- The duty manager seeing the child out is responsible for making sure that the medication is handed back to the parent at the end of the day.
- For some conditions, medication may be kept at the nursery. The key person must ensure that any medication held to administer on an as and when required basis or on a regular basis is in date. Any out-of-date medication must be returned 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 medication record.
- No child may self administer. Where children are capable of understanding when they need medication, such as for asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child needs medication.
- Any medication administered at nursery to any child will be noted on the medication form stored in the child's registration wallet.

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

- A risk assessment is carried out for each child with long term medical conditions that may require ongoing medication. This is the responsibility of the manager with the parent and key person. Other medical or social care professionals may need to be involved in the risk assessment.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. This should be part of the risk assessment.
- The risk assessment includes all activities that may give cause for concern regarding a child's health needs. This includes vigorous activities, taking medication on outings etc.
- A health care plan for the child should be drawn up with the parent outlining the key person's role and what information should be shared with other staff who care for the child.

- The health care plan should include measures to be taken in an emergency.
- The health care plan is reviewed every 3 months or more if necessary. This includes reviewing the medication (e.g., changes to medication, changes to dosage, any side effects noted, any 'episodes', etc.)
- The health care plan should be signed by each contributor (including the parent).

#### *Managing medicines on trips and outings*

- If children are going on an outing, staff accompanying the children must be fully informed about the child's needs and/or medication.
- Medication for the child is taken in a sealed plastic box/bag clearly labelled with the child's name. Inside the box is a copy of the consent form and a pen to record the details of the administered dose (see above).
- On returning to the setting, the forms are returned to the file and the parent signs it at the end of the day (see above).
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box labelled with the child's name and details of the medication. Inside is a copy of the consent form signed by the parent.
- Children should not eat when travelling.

#### **Parents/ Carers**

- Parents/ Carers are required to follow the above requirements in order for the nursery to properly care for their child.
- Parents/ Carers must provide the nursery with their child's required medication, which should be stored in a named sealed bag. Parents/ Carers must complete a Health Declaration Form, which is to be reviewed every three months.
- Parents/ Carers are advised to seek additional advice from a medically qualified person, who is in a position to confirm that the 'over the counter' medication is suitable for the child with their condition. This person should be named on the authorising letter.
- Parents/ Carers are required to keep the nursery fully informed of any changes to their child's health and well-being. Parents/ Carers should ensure that they can be contacted at all times whilst their child is at nursery. This information must be shared with the key person or duty manager.

#### **Children**

- Children are encouraged to express their needs (including if they are feeling unwell) with any member of staff at any time.

**Legal framework**

- Medicines Act (1968)

**Further Guidance**

- [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/Statutory_framework_for_the_early_years_foundation_stage.pdf) -