

Administering medicines

EYFS: 3.19, 3.44, 3.45, 3.46

Policy statement

At Littleworld Day Nurseries we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see [Managing children who are sick, infectious or with allergies](#) policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

The nursery WILL NOT administer any medication unless prior written consent is given for each and every medicine.

Illness

- **We will no longer administer paracetamol based, fever reducing, medication.**
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable. Parents are asked that if your child shows any signs of being unwell, they are kept at home to be cared for by family members.
- **For the duration of the COVID 19 Pandemic (and possibly for a period of time afterwards), we will exclude all children on prescribed short term medication such as antibiotics for the full course of the treatment, if any of the symptoms are a cough, raised temperature or loss of sense of taste or smell.**
- For information on infection control and infectious diseases visit the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded.
- The child must have received a minimum of 24 hours of the dosage before attending nursery
- If the child is unwell enough to receive prescribed medication, it must start the course immediately.

Procedures

Before administering medication to any child we will and have written agreement from the parents

This agreement (usually a Medication Form) should include;

- the child's name

- the name of the medication
 - the required dose and agreed time of administration
 - Clearly stated whether the medication is on-going or to be taken up until a particular date
 - Possible side effects, and/or the information leaflet that is normally supplied by the manufacturer made available
- Medication is only accepted in its original labelled container
 - Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form
 - For non-prescription medication the nursery reserve the right to determine the number of days the medication will be given before requesting parents/ carers further input or the advice of a healthcare professional. This will be based upon the individual child and condition

If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager before continuing.

Storage

All medication will;

- Be stored in accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
- Be stored in a closed box
- Be kept out of the reach of children
- Be in their original containers
- Have labels which are legible and in English
- Be clearly marked with child's name and date of birth

Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach

Any 'stored' medication such as a child's inhaler or auto injector, will be regularly checked to ensure the product is still within its expiry date and therefore suitable for use.

All medication is stored safely in a medication cupboard or refrigerated as required. As the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

For some conditions, medication may be kept in the nursery to be administered on a regular or as-and-when-required basis. Staff check that any medication held in the nursery, is in date and return any out-of-date medication back to the parent.

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription only medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated
- Medicines must be in their original containers

- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use
- The parent/ carer will complete the relevant form to enable the nursery to administer the medication(s) required. The form will include;
 - Child's name, date of birth
 - Name and strength of medication
 - Dose
 - Any additional requirements (such as to be taken with food)
- The Manager, Deputy Manager or Director is responsible to receive all types of medication; they will ask for a Medicine Permission Form to be completed, store the medication correctly and safely, and inform the child's room manager for their records.
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given
- Any change in the details listed above must be recorded on a new form with counter signature from parent / carer
- The nursery will only administer as per the information listed on the form
- At each visit the child's parent/ carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter signed by parent/ carer
- When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- At the time of administering the medicine, a member of management will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. The nursery manager must witness the medication being given and sign the form if the medication is being given by another member of management.

N.B. It is important to note that staff working with children are not legally obliged to administer medication

- If the child refuses to take the appropriate medication a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.

Non-prescription Medication (also known as over the counter medicine)

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. Any child with a high temperature

must be kept at home. **Please see 'Managing children who are sick or infectious' policy COVID 19 update**

- The nursery will not administer any non-prescription medication containing aspirin. Non-prescription medication, such as teething gel, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as teething discomfort. **Littleworld Day Nurseries will not administer any temperature reducing paracetamol based medication.** The administering of un-prescribed medication is recorded in the same way as any other medication.
- In the event of a child presenting with a high temperature, steps will be taken following NHS guidance on reducing the temperature, found at <https://www.nhs.uk/conditions/fever-in-children/> The parent or emergency contact will be called to collect the child immediately. **Please see 'Managing children who are sick or infectious' policy COVID 19 update**
 - The nursery will only administer non-prescribed medication for a short initial period and only if necessary. After this time parents / carers will be advised to seek medical advice
 - The nursery reserve their right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required
 - For all medication the parent/carer must give prior written permission for the administration of each and every medication
 - Medicines must be in their original containers
 - This also applies to non-prescription creams or ointments for skin conditions
 - The parent / carer will complete the relevant form to enable the nursery to administer the medication(s) required. The form will include:
 - Child's name and date of birth
 - Name and strength of medication
 - Dose
 - Any additional requirements (such as to be taken with food)
- The Manager, Deputy Manager or Director is responsible to receive all types of medication; they will ask for a Medicine Permission Form to be completed, store the medication correctly and safely, and inform the child's room manager for their records
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given
- Any significant changes in the details listed above must be recorded on a new form and countersigned by the parent/ carer
- The nursery will only administer as per the information listed on the form

- At each visit the child's parent/carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter-signed by the parent/carer
- When the child is picked up from the setting, the parent / carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- At the time of administering the medicine, a member of management will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. The nursery manager must witness the medication being given and sign the form if the medication is being given by another member of management.

N.B. It is important to note that staff working with children are not legally obliged to administer medication

- Children's prescribed medicines are stored in their original containers in English, are clearly labelled and are inaccessible to the children. On receiving the medication, the manager on duty will check that it is in date and prescribed specifically for the current condition.
- If a child refuses to take their medication, notes are made and then parents/carers are called to inform them.
- All lifesaving medication is kept in the child's room, in a clearly labelled box also containing the child's health plan.
- All other medication is kept in a medication cupboard in the locked laundry room, or if needed to be kept cool in a box in the refrigerator in staff room.
- All senior staff in each room must inform new staff as part of their induction process.

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 require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- 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. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.
- *Emergency Medication- Please see ‘Managing children who are sick or infectious’ policy COVID 19 update*

At new registration of a child to the setting, parents will be asked if they are happy to give consent to ‘emergency’ treatment being given. This would be only deemed necessary for specific circumstances. Parents/ carers will be asked to complete a form to give consent. This form will include:

- The circumstances in which ‘emergency’ medication will be given e.g. High temperature (above 37.8°c)
- The specific medication (drug name) e.g. Paracetamol
- Dose to be administered will follow the guidance on the original container e.g. following age/ dosage instructions
- Statement that medication will only be given if the nursery is unable to contact the parent
- An ‘emergency’ nursery stock of medication may be kept on site
- Stock medication will be kept in accordance with manufacturer’s instructions on the container (e.g. cool dark place, out of the reach of children)
- Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date
- If a child experiences symptoms of illness, attempts will be made to contact the child’s parents before administering ‘emergency’ medication
- Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive the ‘emergency’ medication based on the symptoms and medical history of the child given at registration
- Administering ‘emergency’ non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child’s needs and/or medication.

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's photo, name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
- On returning to the nursery the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

Administration

As a general guideline before administering medication to a child the staff member should:

- Wash their hands
- Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
- Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form
- If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional
- If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should staff attempt to hide the medicine in food or drink, unless there is express written permission from parents to do so
- It is normally considered poor practice to give medicines covertly, although in rare cases where the health professionals judge that it is in the child's interests to do so, this is acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions as some medicines can react with certain foods it is advisable they have sought advice from their pharmacist before doing this.

Staff Fitness to Work & Staff Medication

- All nursery staff have a responsibility to work with children only where they are fit to do so
- Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy.
- Where a staff member tests positive for COVID-19, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager immediately
- The nursery manager or director will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment
- Where staff may occasionally or regularly need medication, any such medication must be kept in the medication cupboard in the office. Only medication with the original packaging can be stored on site. The manager must be informed of the type of medication and reason for requirement with a Medication Declaration form completed. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children.
- Staff requiring long term medication must complete a Health care plan with their line manager which will be routinely reviewed. It is the staff member's responsibility to keep their line manager updated with any health or medical needs.

Medication Errors

- Occasionally mistakes may happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. It is important to be open and honest if errors occur
- Parents should be contacted and the mistake explained to them:
- In the case of a missed dose, the dose may be able to given at a later time. The parent may be able to advise
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting
- The Nursery Manager will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

Disposal of Medication

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and hand to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

Legal framework

- The Human Medicines Regulations (2012)

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was adopted at a meeting of

Littleworld Day Nursery

Held on

11th May 2020 – updated 18th Feb
2021

Date to be reviewed

February 2022

Signed on behalf of the provider

Jennie Campbell

Name of signatory

Jennie Campbell

Role of signatory

Lead Policy Co-ordinator