

Medication

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Sickness and Illness policy and procedure).

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. When dealing with medication of any kind in the nursery, strict guidelines will be followed.

“Prescription medicines must not 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).” 3.45 Statutory framework for the early years foundation stage, 2017, DfE.

Prescription medication

- Prescription medicine will only be given to the person named on the bottle for the dosage stated. Medicines must be in their original containers. Children who have been prescribed a certain medication for the first time, will need to stay off nursery for 48 hours from the first dose of the medication to ensure no adverse reaction.
- Those with parental responsibility must give prior written permission for the administration of each and every medication.
- On arrival at the setting, when a child has been prescribed a new medication since the child was last in the setting, the parent/carer will be asked to fill out a short term medication form.
- A member of staff will check the details given by the parent against the label on the medicine. This will include the name of the child, the name of the medication, the date prescribed, the dosage prescribed, how many doses per day, the expiry date of the medicine etc. The parent/carer and member of staff accepting the medication will then both sign the form.
- The parents must record the time of the last dose administered daily until the end of the course of medication.
- When the medication is due, the member of staff administering the medication will ask another member of the staff team to witness the administration by checking the dosage on the medication form and the dose that has been prepared for administration. The member of staff 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 dose will be given/taken in view of the witness. (It is important to note that staff working with children are not legally obliged to administer medication)
- The staff member who administered the medication will record the dose and time administered, sign the form and the other member team will also sign the form.
- When the child is collected, the parent/carer must be given precise details of the times and dosage given throughout the day. The parent/carer must then sign the form to say they have received this information.
- If the child refuses to take the appropriate medication then a note will be made on the form where medication is “essential” or may have side effects if not taken, discussion with the parent will take place to establish the appropriate response.
- Wherever possible ask parent/carer(s) to request that GPs prescribe the least number of doses per day, i.e. three times daily, rather than four times daily.
- If a child starts at Grass Roots, if their healthcare plan shows the administration of medicine requires medical or technical knowledge then the appropriate training will be sought for as many staff as possible.

Please note - We will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
- Parent/carer(s) should notify us 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.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.

Non-prescription medication

- The nursery will administer non-prescription medication for a short initial period, depending on the medication or the condition of the child. After this time medical attention should be sought. The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine.
- If a child has a temperature the nursery staff will use a variety of ways to try and reduce a child's temperature, e.g. remove clothing, fanning, tepid cooling with a wet flannel. The parents/carers will be contacted to collect the child as soon as possible. The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions e.g. E45, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name. Application of this cream will be recorded following the same procedures as prescribed medication.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.

Storage

All medications must be in their original containers, legible and not tampered with and must be clearly labelled with the child's name, date of birth and dosage. They will be kept in a clearly labelled and closed box, which is out of reach of all children and under supervision at all times. This also applies to medication which needs to be kept in a refrigerator. Any antibiotics requiring refrigeration must be kept in an area inaccessible to children, in the fridge in The Fold.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Health Care Plans

When any child registered with Grass Roots Day Nursery is identified as having any medical condition, allergy or special needs, a Health Care Plan must be completed. Detailed information on the condition, symptoms, triggers (if appropriate), treatment required, emergency procedure to follow etc must be provided.

The Health Care Plan should be reviewed by the Room Leader or Nursery Management Team in partnership with parents or guardians to ensure that the correct information is sought. The nursery also completes a general risk assessment for dealing with children with allergies and/or asthma. If the child is suffering from a food allergy, the correct procedure for informing staff and kitchen must be followed.

**See also food and drink policy*

If, as part of the Health Care Plan, medicines such as an Epi pen or Nebuliser are required to be administered, staff must be fully trained by a recognised and registered training provider.

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic. If this causes a problem in providing appropriate care of a child, we will consult Ofsted.

Staff Medication

Any staff medication that is needed to be taken during working hours, must be stored away in the staff kitchen in a cupboard out of the reach of children in an appropriately labelled box. No medications, such as paracetamol should be kept in any other part of the nursery.

If a member of staff is on any type of medication they must make it known to the nursery manager, if this is for a long term illness then a Health Care Plan should be completed.

If the medication is in any way affecting the staff ability to care for the children, the manager will:

- Assess the situation and complete a risk assessment
- Ask them to fill in a medicine form and view the side effects
- May seek medical advice

The staff and children's safety is paramount at all times.

Immunisation

See Immunisation policy

We encourage parents and carers to have their child immunised and any immunisation missed or further catch-up doses required should be organised through the child's GP. If children are not vaccinated, due to medical reasons or parental choice, it is the responsibility of the parent/carer(s) to inform the nursery to ensure that children/staff/parent/carer(s) are not exposed to any unnecessary risks of any sort.

The nursery manager must be aware of any children who are not vaccinated within the setting in accordance with their age. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parent/carer(s). However, we will share the risks of infection if children have not had immunisations and ask parent/carer(s) to sign a disclaimer.

Information regarding immunisations will be recorded during children's registration and should be updated as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff Vaccinations Policy

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations for:

- Tetanus
- Rubella (women of child bearing age)

If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse.

Emergency Information

Emergency information must be kept for every child (and staff member) and should be updated on a regular basis with frequent reminders at parent/carer(s)' evenings and a reminder notice on the Parent Notice Boards and on Family.

Allergies and Allergic Reactions

At Grass Roots Private Day Nursery we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised or where possible prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- Information will be passed on by parent/carer(s) from the registration form regarding allergic reactions and allergies and must be shared with all staff in the nursery
- An allergy register is kept in the list app on Family
- The nursery manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff
- All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
- The manager, staff and parent/carer(s) will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current snack rota
- If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parent/carer(s) must be informed and it must be recorded in the incident book
- If this treatment requires specialist treatment, e.g. an epipen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child
- A sick child above all needs their family; therefore every effort should be made to contact a family member as soon as possible
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
- Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter

- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance
- All incidents will be recorded, shared and signed by parent/carer(s) at the earliest opportunity.

**See also Food and Drink Policy*

Medication Procedure

- Medication should be clearly labelled with the child's name, date of birth and dosage and stored appropriately - medication box in the rooms or specified fridge if needed
- Medication must be logged on Famly and acknowledged by management and parents
- Employees must have completed the Medication Awareness core training before they administer any medication
- Medication must always be given with a witness
- The person administering the medication must check the medication form on Famly for details and that it has been acknowledged. Then they must check they have the right medication and dosage and then prepare the dosage
- The witness must also check the Famly medication form, it is the correct medicine, name and dosage on the medication and then how much medicine has been drawn up before the medicine is administered
- Medication can then be administered
- Medication must immediately be put back in the appropriate storage box (fridge if required).
- The person administering the medication must then fill out the form on Famly and state who witnessed them giving the medication.
- If a child refuses they will not be forced but encouraged. If a child refuses their medicine, the parents will be contacted to inform them, giving the option to attend nursery to administer themselves.
- If a child spits out or vomits up a dose of medication, no more medication will be administered and parents will be informed.

This policy and procedure will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.