

Medicines Policy & Procedure

This Policy should be read alongside the *Administration of Medication Procedure*.

Aim of the Policy

This policy aims to inform parents of the nursery's guidelines relating to the administration of medication, in line with guidance in the Statutory Framework for the Early Years Foundation Stage.

Before reading this policy it is important to understand the difference between the words **prescribe** and **prescription** as outlined in Ofsted's document *Administration of Medication to Children in Registered Childcare*. The use of the word **prescribe** means medication that is recommended and purchased over the counter. The use of the word **prescription** means written instruction from a doctor or dentist.

Most pharmacists cannot write prescriptions and can only prepare the medicine as instructed by a doctor or dentist. However, they can recommend (prescribe) over the counter medication such as teething gels or painkillers. Therefore we can give medication that is recommended by a pharmacist or nurse without a written prescription as well as any medication prescribed by a doctor or dentist.

Prescribed Medication/Creams/Ointments

- At nursery we can only give prescription medicine prescribed by a doctor or dentist to the child in question. Any prescribed medicine should be stored in the original container, clearly labeled with prescription details. The medicine can only be given to the child named on the container for the dosage stated.
- Antibiotics will only be given within 4 weeks of the prescription date and medication will not be given after its expiry date.
- Only Room Leaders or those of a higher position are authorised to administer medicines including creams and ointments.
- If a child requires antibiotics, we will administer them after the first **48 hours** of the course. Our policy, therefore, is to exclude children on antibiotics for the first **48 hours** of the course.
- The child must have had the prescribed medicine before, with no adverse effects. This is to prevent the risk of an allergic reaction to new medicines.
- If the child's medication requires specialist medical knowledge to administer, then individual training will be provided for team members working with the child, from a qualified health professional prior to the administration of the medication by team members.

Non-Prescription (prescribed 'over the counter') Medication

- The nursery will administer non-prescription 'over-the-counter' medicines provided the child has had them before and it is known that they are not allergic to them. Containers should be clearly labelled with the child's name, and handed over to a team member (i.e. not left in the child's bag).
- For any non-prescription cream for skin conditions (e.g. sudocrem, diprobase, E45 etc.) that cannot be overdosed, any DBS cleared team member can administer. **We will NOT usually record the administration of these creams unless requested by the parent, whether or not they have been prescribed by a doctor or bought over the counter.**
- Medical creams such as Hydrocortizone cream will be regarded as medication and the *Medical Authorisation Form* is to be completed by the parent and team member and each administration recorded.
 - This form will be retained for 7 days after treatment is finished to ensure we can provide parents with information should there be an issue with the medication (e.g. an allergic reaction). After seven days, the form will be discarded. Parents can request to retain the form themselves if they wish to.
 - We will only administer medicine in line with the instructions i.e. dose, frequency, duration, age appropriateness and expiry date on the bottle, however, we can't guarantee to give medication at an exact time. Children may for example be sleeping, eating their lunch or the team member trained to administer medication may be helping another child. However, it will be given in a timely manner. Parents wanting an

absolute guarantee on specific times medication is given are welcome to pop in and administer the medication themselves.

Medicine Administered for an Unexpected Temperature

To prevent the delay of treating a child with an unexpectedly high temperature, parents can choose to pre-authorise nursery to administer Calpol via the Permissions Form when registering their child. The dosage given will be in line with the recommended dosage for the child's age group on the medicine's packaging.

When deciding whether or not to administer Calpol, team members use the following criteria:

1. Child is feeling unwell
2. Child is in pain
3. Child's temperature is above 37.5 °C.

If the answer to two or more of the above is yes, then the child can be given a single dose of Calpol provided this has been pre-authorized by the parent. If a child's temperature goes over 38 °C however, Calpol can be administered on this fact alone.

If permission has not been given on the child's *Permission Forms*, please see the *Administration of Medication Procedure* for guidance.

We will continue to monitor the child's temperature and if they remain unwell, parents will be asked to collect their child.

General principles

- Prescribed and Prescription medications will only be given if a parent has completed and signed a *Medication Authorisation Form* giving permission for the named medication. This form must be completed on a daily basis, and signed for on the day that the medication has been administered by the parent in acknowledgement of this. Once completed (final dose given), the form shall be retained for one week so that it is available to reference should there be any queries or medical reactions. After this period, the form will be discarded. Parents who request it can retain the form themselves.
- All prescribed medication will be stored in accordance with the product instructions and kept in the original container.
- Before any medication is administered confirmation of the child's name, prescribed dose and expiry date of the medication must be checked.
- Once the course of medication completed (final dose given), unused medication should be taken home; this must be signed out on the *Medication Authorisation Form* by the parent. The exceptions being ongoing, long-term medication that are kept within the nursery.
- For medication with a "Use Once Opened" time limit, we will go off the prescription date as the opened date. If the medication is over the counter, please bring in a sealed bottle. The team member will then use a dated sticker to confirm when the medication was opened.

Administration of Medication Procedure

Only Senior Nursery Practitioners or those of a higher position must administer medication.

Safe Steps to Administering Medication:

1. Check the container of the medication to be given – only prescribed or prescription medication as described in the *Medicines Policy* for the child in question will be given. Any medication, including ongoing medication must be administered from the original container with the child's name, prescribed dosage, expiry date and medication name clearly visible.
2. Check that a *Medication Authorisation Form* has been completed in full. This must be done before any medication can be given.
3. Check that the information on the original container matches the information on the *Medication Authorisation Form*. Check the expiry date of the medicine (if the medicine has expired do not administer).

4. Confirm the child's identity and that this matches the name on the container and the *Medication Authorisation Form*.
5. Ask a fellow team member to witness you administering the medication. Ask them to check the dosage and all other details on the container.
6. Administer the medication to the child. If a child refuses to take the medication, team members should not force them to do so.
7. Complete the *Medication Authorisation Form*, detailing the time, dose given, your signature and signature of the team member acting as a witness. If the child has refused the medication, state this on the form.
8. Return the medication immediately to its designated storage container/area after the medication has been given.
9. Observe the child closely for any adverse reactions to the medication – this should be brought to the attention of the Nursery Manager immediately and medication advice sought.
10. When a parent arrives to collect their child, inform them verbally of medication given as well as asking them to sign the *Medication Authorisation Form*. If the course of the medication has been completed, return the medication to the parent and sign it out on the *Medication Authorisation Form*.

Team members should not dispose of medication. Parents are responsible for ensuring the safe disposal of their child's medication. Any medication not collected should be taken to a local pharmacy for safe disposal.

If a child's temperature unexpectedly rises above 38°C and parents have not provided consent for Calpol on the Permissions Form, we must receive written confirmation from the parent prior to administering Calpol. The following text must be sent by either email or text message saying;

'Urgent – please reply saying 'I agree' to authorise us to administer one dose of Calpol as per our Medicines Policy. Thank you, Muddy Boots'.

Confirm reply has been received before administering Calpol.

If an Epipen needs to be administered, as time is of the essence, if you are confident to do so and regardless of your seniority, do not hesitate to administer the Epipen following the instructions on the packaging.