Poppins Day Nursery

Medication Policy & Procedures

Our Policy

At **Poppins Day Nursery** we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness 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.

Our Procedures

- ALL medication must be labelled with the name of the child, dated and the dosage clearly labelled when left by the parent/guardian.

- No medication will be administered which is past its expiry date.

- Records of all medication administered shall be made on a medication sheet, signed and witnessed. In order to comply with confidentiality and the data protection act, medication records will be stored in separate, individual wallets stored in a medical file, situated in each of the three rooms.

- When a child in our care becomes unwell, it is our usual practice to contact the parent/guardian carer and discuss the situation. Should they request administration of medication such a paracetamol based suspension due to a fever to minimise the child's distress as an interim measure and the medication be available, then the room leader will administer it making the necessary entries on the medicine record sheet, parents must sign as acknowledgment of medication being given when they collect their child.

- Nursery will usually store a suspension-based paracetamol product. In certain situations where a Parent/Guardian cannot be contacted to discuss their child's needs, the manager will make a judgement to administer suspension-based paracetamol provided the child has prior consent detailed in each child's parent

pack when first registering at Poppins Day Nursery.

- Calpol is the usual product used and this has an active ingredient of 120mg of paracetamol per 5ml. should we use an alternative suspension-based paracetamol product a parent will be informed of the active ingredients' dosage. Ibuprofen will only ever be administered if provided by parents and signed for daily.

- When a child has been diagnosed with a contagious infection and has been given anti-biotics to treat the infection, all children must have had the anti-biotics for **24hrs**, to ensure that they respond well to the treatment before coming back into nursery.

Medical Administration Procedure

- The medication sheet must be filled in and signed by the parent (please ensure the parent writes the information out) and counter-signed by the Room leader, for each medicine prescribed by the Doctor.

- Only room leaders are able to administer medicine and another member of staff must witness the administration of medicine and sign and enter the time as witness to this. In the absence of a room leader, the manager or deputy manager may administer the medication.

- The medicine must be stored in the appropriate, safe place e.g. the refrigerator, clearly labelled with the child's name. It must be out of reach from children.

- Parents must sign the medication sheet whether medication has been given or not.

Long-Term Medical Health Care Plan

If a child has a long-term health condition where medication is needed on a regular basis – for example – inhalers and asthma - a health-care plan must be created in partnership with parents/guardians. The health-care plan will outline contact information, medication name and dosage, reason for medication, length of prescription and prescribe time. This will then be signed by key person, parent/guardian and management and reviewed every year.

All medication MUST be taken home every day – this includes inhalers.

Policy review

This policy will be reviewed annually or when an incident occurs or if there are new local or national policies and procedures. The review process will be led by the Manager and the DSL and include all those working in the setting.