

# OAK TREE DAY NURSERY

## Medication

EYFS: 3.19, 3.44, 3.45, 3.46

At Oak Tree 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.

To enable us to do so, **we shall administer prescribed medications only**. We shall endeavour to make the child as comfortable as possible, as far as we possibly can within the constraints of our busy day nursery, but should the nursery become concerned at any time of the child's health, then we shall contact the parent and request that the child is removed from nursery to their home environment and request that the child does not return to nursery until they are well enough to deal with a busy day at nursery.

The nursery management has the right to refuse to administer medication where there is insufficient details or when unusual circumstances occur e.g. medication form is unsigned, unusual length of medication, insufficient information on what medication is for, no date or name.

### **We ensure that**

- ⌘ Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- ⌘ Medicines must be in their original containers with their instructions printed in English
- ⌘ Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- ⌘ Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the on-going 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
  - ⌘ Parents must 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 written instructions from a relevant health professional such as a letter from a doctor or dentist
- ⌘ The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- ⌘ Manager / deputy or senior members of staff will check the medication on production, to ensure that it is the correct medication for the child, that it clearly states the child's name, D.O.B, recent date, frequency and dosage. We shall refuse to administer any medication, which is not within its 'use by' date or does not contain any of the above.
- ⌘ All medications are stored correctly in a locked medicine cupboard, which is inaccessible to children.
- ⌘ Only manager, deputy and senior members of staff administer prescribed medications to the child, and that they sign the medication form to declare administration.
- ⌘ At the time of administering the medicine, a senior 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. (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, then 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.
- ⌘ **Antibiotics**- Administering antibiotics are only allowed under the following circumstances.
  - That the child is in a fit condition to attend**
  - That the child has had the first 48 hours of the course of antibiotics at home.**

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The Nursery management has the overall authority in deciding whether a child is fit to attend the nursery.

### **1. Occasional medication**

Where doctors prescribe medicine three times a day it may be possible to give doses before, or immediately after nursery. Where not possible to arrange alternative arrangements, we are only prepared to administer medication if all the guidelines below are followed;

1. Medications must be **prescribed by a doctor**
2. Given to manager or deputy manager directly,
3. The **Medication Sheet** must be completed by the parent, and **signed**,
4. Bottles must be **labelled** with the child's name, name of medicine, times and amount of dose, and used by date,
5. The manager / deputy or senior member of staff must give medication at time prescribed, correct dosage given and used by date checked, and **witnessed by another carer**. All information recorded on the Medication Sheet and **signed**.
6. Medications must be **stored** as instructions, stored in the fridge or in a '**child safe**' area
7. Medication measuring instruments should accompany the medicine in a container
8. Parents must **take medication home** at the end of the day / session, and not leave medication at the nursery, unless in case of long term medication e.g. inhalers, which would be kept in our medicine cupboard.

### **2. Regular medication**

Some children require regular medication e.g. asthma, severe allergy...

We consider this an exception to the above guidelines and will accept WRITTEN AUTHORISATION BY A DOCTOR outlining the following:

1. Child's name,
2. Date,
3. Dosage and frequency,
4. Illness outlined,
5. Course time limit (if applicable).

### **3. Clearance / sick notes**

If a child has a suspected infectious disease and/or condition, the manager reserves the right to send the child home until a clearance note is received from the child's doctor, or the time limit for the suspected conditions infectious period has lapsed. See the Lambeth infections diseases unit - exclusion periods for common illnesses.

#### **1. Non-prescription medication (these will not usually be administrated)**

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- 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 / Calpol 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. At present, due to the covid-19 pandemic, we are not giving children calpol / paracetamol so we will not accept them from parents as we prefer them to investigate the cause of any high temperature in case it is related to covid-19. Parents will be asked to collect their child if they develop high temperature while at the nursery. Please see our covid-19 reference guide for parents
- For any non-prescription cream for skin conditions e.g. Sudocrem, 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
- 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. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form

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

### 2. 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.

### 3. 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 where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager 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 person's locker in the staff room or nursery medicine cabinet where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

### 7. Storage

All medication for children must have the child's name clearly written on the original container and kept in the locked medicine cabinet, which is out of reach of all children and under supervision at all times.

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

Any antibiotics requiring refrigeration will be kept in the kitchen fridge which is inaccessible to children.

All medications must be in their original containers, legible and not tampered with or they will not be given. All medications should have the pharmacist's details and a note attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agrees to administer medication.

Internal use only

This policy was adopted on	Signed on behalf of the nursery	Date of last review	Date of next review
30/08/2012	S Okocha	29/07/2025	29/07/2026*

\* or earlier in response to any significant changes in legislation.