Administering medicines and Immunisation Statement

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication such as antibiotics as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is our policy that the parent keeps the child at home for the first 24 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in *Managing Medicines in Schools and Early Years Settings*; the manager is responsible for ensuring all staff understand and follow these procedures.

The staff and management are responsible for the correct administration of medication**.** This includes ensuring that medication consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Medicine should always be administered with two staff present with one being management.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication legally prescribed by a doctor, nurse or pharmacist is administered. It must be in-date and prescribed for the **current condition.**
- Training is provided where the administration of medicine requires medical or technical knowledge.
- Medication which is bought over the counter such as Calpol, Cough medicine, etc is not allowed to be administered by our staff. The parent is allowed to come into the nursery and administer the medicine themselves as long as the child is well enough to be in the setting.
- Non-prescribed medication such as teething gel/powders can be given as long as there is written consent from the parent and the parent has informed us how many doses have been given in the last 24 hours.

- Children using medication such as asthma pumps or epi-pens would not need a daily consent form from the parent just a consent form at admissions which is reviewed annually. If a child has been prescribed an asthma pump/epi-pen one must are kept and stored, clearly labelled in the office at all times.
- Parents must give prior written permission for the administration of medication.
- **We ask our parents to hand all medication into the office and fill out the Medication Consent form every time medication is needed.**
- Only medication in their original box or bottle will be accepted.
- We ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - full name of child;
  - name of medication;
  - dosage to be given in the setting;
  - Any doses given in the last 24 hours
  - Reason for use
  - how the medication should be stored and expiry date;
  - Emergency contact- name and number
  - signature, printed name of parent and date
  - Observation of the child by a keyworker/member of staff
- The administration is recorded accurately each time it is given and is signed by staff.

Allergy Action Plans

Some children suffer from allergies that have the potential to cause serious ill health and even death. Children who are considered at risk will generally be prescribed adrenaline (EPI-PEN) by their GP.

All cases of an allergic reaction are serious and should be treated as an emergency. Should a severe allergic reaction occur, the EPI-PEN is administered into the muscle of the upper outer thigh and an Ambulance is called.

All first aiders have received training in the recognition and treatment of anaphylaxis.

Children with severe allergies have a clear care management plan in place with has been discussed and agreed with the parents.

Storage of medicines

- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children, medication for all children is to be stored in the fridge in the kitchen and medication such as asthma pumps are kept in the office on the shelf.

- The members of staff from the child's room are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Management & staff check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and disposes of any out of date medication and informs the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Disposal of Medicines

- Empty or out of date medication bottles will be disposed of by the setting.

Children who have long term medical conditions and who may require on ongoing medication

- For some medical conditions key staff and management may need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly.
- A termly medical consent form will be drawn up with the parent; outlining the child's condition and medical needs whilst at the nursery.
- The form should include the measures to be taken in an emergency.
    - The consent form is reviewed once per term and is the parents duty to inform us of any changes in between this time.

Medication Errors

- Medication errors can happen even in the best run settings. All medication errors are reported to the child's parents immediately.
- An investigation begins to resolve how the mistake has occurred and actions are put into place to prevent it from happening in the future.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include a 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 name, name of the medication. Inside the box is a copy of the consent form and a form to record when it has been given, with the details as given above.
- On returning to the setting the form is placed in the child's folder.

- 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, name of the medication. Inside the box is a copy of the consent form signed by the parent.

  Immunisation Statement

  Belfield Montessori Day Nursery encourages all parents to investigate and research important and relevant information about Immunisation. We offer leaflets and information to parents which is available in the Reception of our Nursery as well as in the Office. During Settling in Period, the parent/carer has an obligation to fill out The New Starter pack which asks about the Immunisation checks and dates of the child. It is not mandatory however we encourage children to get immunised to be Healthy.