



Medication and Illness Policy and Procedure

At Bumblebees Day Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. 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 Medication

Any child who has been given medication from a doctor will be expected to have received the first dose at least 24 hours before they come in to nursery, this is to ensure the child does not have any allergic reaction from the 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.
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff (Room Leader or management) to have sight of the bottle.
- The staff member should note the details of the administration on the appropriate form and another member of staff should 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 ongoing use of a particular medication under the following circumstances:
 1. 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.
 2. 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.
 3. Parents 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.
 4. The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
 5. The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded 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.
- 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.

Non-prescription Medication

- Over-the-counter medicine such as pain and fever-relief and teething gel may be administered. However, the same procedures must be followed regarding documenting the dosage to be given and when it is administered (medicine form).
- The nursery **will only** administer non-prescription medication when the symptoms that it intended for are apparent. It will not be administered just because a parent has requested this at the beginning of a child's session.
- The nursery will 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 a child needs liquid Paracetamol or similar medication during their time at nursery, such medication will need to be provided by the parent/carer and not stored within the setting for longer than required by the child.
- Medicines containing Aspirin will only be given if prescribed by a doctor – staff will check non-prescribed medication to ensure it does not contain Aspirin.

- Medication is not to be brought into the setting 'just in case'. We do hold an emergency supply of Calpol and this will be administered in the event of a child having a raised temperature for a prolonged period of time.
- Giving liquid Paracetamol will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove child's clothing, fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.
- 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.
- 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.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid Paracetamol for temperature reduction, parents will be contacted before any medication is administered.

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 the child. This training would be specific for each child and not generic.

General

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. Epipens must be stored in a sealed box clearly labelled with the child's name. These must be checked and replenished when necessary.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

Medication MUST NOT be stored in children's bags.

All medications must be in their original containers, legible and not tampered with or they will not be given. 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.

Administration

Prior to administering medication the child's parent/carer must complete the medication form with a member of staff (see above section). The staff member must sign to state they have discussed this with the parent/carer.

The medication is to be stored correctly (see above section).

Medicine will only be administered to children by a first aid trained senior member of staff. Another member of staff must witness this taking place.

The nursery will allow children to self-administer inhalers if felt by the staff and parent/carer that the child is competent to do so. However, the medication will still need to be stored out of reach of children.

If at any point during the course of medication staff administer the treatment incorrectly the parents will be telephoned immediately and the management will take appropriate measures, this could be either calling a local GP, NHS direct or taking the child to hospital.

Illness

- Children must not be brought into nursery if they have any types of infection or illness, e.g. chicken pox, diarrhoea, a full list of illnesses which require exclusion can be found in the nursery office.
- Any child found to be unwell with a suspected infectious illness will be sent home.
- Parents must inform the nursery if any child attending the nursery is admitted to hospital for any reason. The nursery must then Inform Ofsted.
- There may be occasions when these exclusion times are extended due to regional outbreaks of contagious illnesses.