

## Medication Policy:

Pippins Nursery (Leeds) Ltd requires full medical information from parents and carers regarding their child's medication and medical needs.

This information is to be stated on the 'Registration Forms' and the nursery must be informed in writing of any changes. These changes must also be discussed with staff members to ensure appropriate care is provided at all times. All medication records are treated confidentially.

If a child requires long term medication (e.g. an inhaler) then a 'Long Term Medication' form must be completed by the parent/carer. Medication must be in its original container with the child's name, specified dose and expiry date clearly stated.

Children with additional needs are provided with an individual box which contains the medication and a procedure sheet outlining when the medication is needed and what care they require. This box goes wherever the child goes while they are under the care of the Nursery. This procedure is monitored and changed as necessary by the nursery Senco. If training is required to administer medication this is undertaken by the child's key person, Senco and at least one other member of staff. This is to ensure that there will always be a member of staff in the building who is trained in the administration of the particular medication.

Only qualified practitioners are to administer medication and there must also be another qualified member of staff present to check medication labels and witness the administration. **Both** members of staff must sign the medication form.

**Prescription medication** can be administered but only when the **parent/carer** has completed and signed a 'Medication Form'.

**Non-prescription medication** (e.g. Calpol) may only be administered if the parent/carer has given prior permission on the child's registration forms. If a child requires non-prescribed medication in emergencies (e.g. rise in temperature) then management must be informed before contacting the child's parent/carer. Once verbal consent from a parent/carer is received then the medication can be administered. A 'Medication Form' must be completed and signed by the member of staff who administered the medication and also signed by the witness. The medication form must also be read and signed by the child's parent/carer when the child is collected from nursery. If verbal consent from a parent/carer cannot be obtained then **only** if parents/carers have given

prior written consent in the 'Registration Form' can staff administer the non-prescribed medication.

Calpol will only be administered in the dose set out in the guidelines on the bottle with the maximum dosage being 7.5ml for up to 4 years of age. Once Calpol has been administered parents are asked to collect their child as soon as possible. The nursery staff will not administer more than one dose of Calpol to any child as it is expected that a sick child will be absent from nursery when the next dose is required.

If a child arrives in nursery unwell, parents must provide their own medication. If a parent supplies their own Calpol and asks for their child to have this throughout the day then the **parent/carer** must complete a 'Medication Form' on arrival to nursery. They must state the specific dose, times of day and reason for Calpol. If the child becomes ill during the day e.g. high temperature then parental permission must be given via telephone before Calpol can be administered. The member of staff who spoke to the parent to gain permission must then complete a 'Medication Form' and the parent/carer must then sign the form when collecting their child. All other medication forms must be read and signed by the child's parent/carer when they are collected from nursery.

### Storage of Medication

Medication is stored at the appropriate temperature and kept out of all children's reach. First aid boxes are checked and refreshed regularly.

Staff who require medication whilst at work must keep medicines in their personal locker or in the nursery office. Medication must not be taken into the rooms or other areas where children are present.

### Exclusion

Exclusion from nursery will be requested when a child:

- ▶ Has an infectious disease or viral infection.
- ▶ Has had an upset stomach due to sickness/diarrhoea the child will be excluded from nursery for 24 hours.

### Cases of emergency

In cases of emergency where a child needs to be taken to hospital by ambulance, a member of staff will accompany the child until a parent/carer arrives. Parent/carers will be informed immediately at the time of the incident.