



Staff & Parents Medicine Policy

Page 1 of 2

Children with medical needs have the same rights of admission to Seahorse Nursery as other children. Most children will at some time have short-term medical needs, perhaps entailing a course of medicine such as antibiotics. Some children will have longer term needs and may require medicines on a long-term basis to keep them well. Our Policy aims to enable regular attendance to Nursery.

Medicines should only be taken at Nursery when essential: where possible, we encourage parents to administer medicine at home before and after Nursery hours.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. The Nursery will keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

Prescribed Medicines/ Creams/ Ointments

Any child given prescribed medicine must take the first dose at home and can return to Nursery if there is no adverse reaction and they are well and fit to attend Nursery. It is at manager's discretion if a child should remain at home if they think they are not fit enough to attend. For specific diseases and illnesses, the Nursery will follow guidance from "Health Protection in Children and Young People Settings, Including Education 2017" to recommend any further exclusion periods.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin must only be given if prescribed by a doctor). Where prescription medications have a label, they will only be administered if it has the child's name, is written in English (across the label, box and/or leaflet). Medication will not be given after its expiry date. Medicines must be provided in the original container as dispensed by a pharmacist and include the child's name and prescriber's instructions for administration and dosage.

We do not accept prescribed medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Non-Prescribed/ Over the Counter Medicines/ Creams/ Ointments

The Nursery will administer non-prescribed/ over the counter medicines provided the child has had them in the past and/or had the first dose at home and there was no adverse reaction. Containers should be clearly labelled with the child's name and handed over to a team member (i.e. not left in a child's bag).

For any non-prescription cream for skin conditions or teething relief medication (e.g. sudocrem, diprobace, E45, bonjela, anbesol etc.) that cannot be overdosed, a Special Requirements Form can be filled in. (We will not usually record the administration of creams but will record teething relief on the Teething Medication Form).

Medical creams such as Hydrocortizone cream will be regarded as medication and the Medication Form must be filled in.

Short term medical needs, i.e. antibiotics, steroid creams

We ask parents to complete a Medication Form detailing child's name, name of medication, whether it is prescribed or not, who has prescribed the medication, whether the child has had the medication before, date medicine was started, what time the most recent dose of medicine was given, dosage and at what time, reason for the medication, who the medication has been given to and requires the parent/carer signature.

The medicine must be in its original packaging. A member of staff will update the form during the day when any medicine is administered. This will be witnessed by a second member of staff. You will then be asked to sign the medication form to acknowledge medicine given at Nursery to your child. The medication forms are then stored in the child's file in the locked filing cabinet.



Staff & Parents Medicine Policy

Page 2 of 2

Long term medical needs, i.e. adrenalin

It is important for us to have sufficient information about the medical condition of any child with long-term medical needs. It is helpful to share your child's written health care plan which informs us of:

- Your child's condition, e.g. allergy, epilepsy, cystic fibrosis, diabetes
- Special requirements, e.g. dietary needs, pre-activity precautions, auto-injector pen
- Any possible side effects of the medicines
- What constitutes an emergency, what action to take in an emergency
- Who to contact in an emergency

It is the parent's responsibility to inform us of any changes to their child's medical needs in writing.

Administration of Medication Procedure

Medication should only be given by a trained First Aider.

1. Check the container of the medication to be given. For prescribed medication – check child's name, prescribed dosage, expiry date and medication name is clearly visible.
2. Check that a Medication Form has been completed in full. This must be done before any medication can be given. At this point, the Duty Manager must be informed.
3. Check that the information on the original container matches the information on the Medication Form.
4. Ask a fellow team member to witness you administering the medication. Ask them to check the dosage and all other details on the container.
5. Administer the medication to the child. If a child refuses to take the medication, team members should not force, but gently encourage, them to do so.
6. Complete the Medication Form, detailing the date, time, dosage given, your signature and signature of the team member acting as a witness. If the child has refused the medication, state this on the form.
7. Return the medication immediately to its designated storage container/area after the medication has been given.
8. Observe the child closely for any adverse reactions to the medication – this should be brought to the attention of the Nursery Manager immediately and medication advice sought.
9. When a parent arrives to collect their child, inform them verbally of medication given as well as asking them to sign the Medication Form. Return the medication to the parent/ carer (unless this is required to stay on the premises for long-term).

Safe storage of medicine

All medicines are stored either in the fridge in the kitchen or in the medical box/cabinet/bag in the office area. Only staff have access to these areas.

Staff training

Wherever necessary, staff managing the administration of medicines should receive appropriate training and support from health professionals. The Nursery has carried out a risk assessment on managing medicine safely – please see Health and Safety Policy.