

## Administration of Medicines Policy and Procedures

### Statutory Framework for the Early Years Foundation Stage 2017: Safeguarding and Welfare Requirements

#### **Medicines**

3.44. *The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill .*

3.45. *Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).*

3.46. *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. Providers must 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.*

#### **Policy statement**

Tiny Treasures Day Nursery policy is that whenever possible children who are unwell should be at home until they are well enough to return to the setting.

Children who have an infectious condition must be kept away from the setting in line with government guidelines:

Health protection in schools and other childcare facilities: A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings

**<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>**

These guidelines are displayed on the notice board in the nursery corridor.

#### **Prescription Medication:**

Tiny Treasures Day Nursery will agree to administer a child's prescribed medication as part of maintaining health and well-being or when they are recovering from an illness. We will ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements. We will only give prescribed medication which has been issued for the current illness even where the illness is the same as a previous illness.

In many cases, it is possible for the child to be prescribed medicine that can be taken at home in the morning and evening outside of nursery hours. If a child has not had a medication before, parents are required to keep the child at home for the first 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect. Children who have been prescribed any type of antibiotic medication are required to be kept home for **24 hours** following the first dose of medication.

### **Non-prescription medication:**

In **exceptional circumstances** we may agree to give children non-prescription medication which is available over-the counter such as an antipyretic (fever reducing) medication eg: Calpol or alternative, that is administered in the case of a high temperature. We will always attempt to contact the parent prior to administering the medication.

Parents are required to complete a consent form which is then signed by both the parent and the setting manager. Parents must inform the staff if Calpol or an alternative brand has been given to the child prior to coming to nursery including the dosage given and the time of the dose. This is important as we need to ensure the child is not exceeding the dosage limit. This information will be recorded on the medication form.

**NB:** we will not administer antipyretics such as Calpol, at any other time unless prescribed for a specific condition, as these medications can mask other symptoms and make diagnosis of the underlying cause of serious illness difficult (Royal College of Nursing, 2015)

### **See below for the procedures that we follow**

#### **Procedures**

Children taking prescribed medication must be well enough to attend the setting. Tiny Treasures Day Nursery will only administer prescribed medication when it has been prescribed for a child by a doctor (or other medically qualified person i.e. Pharmacist, dentist) and only under the following conditions:

#### **The medication:**

- must be in-date
- have the original label clearly showing the child's name, date of birth, and the date of issue and the name and address of the pharmacy issuing the medication
- must be prescribed for the current condition

- show the name of the medicine
- state the dosage to be taken and how often it is to be taken
- state the method of administration
- state the amount of medicine in the container and the strength
- state any cautions or warning messages that apply to the medicine
- state how the medication should be stored and its expiry date
- state any possible side effects that may be expected

### **Storage :**

All medicines will be stored out of reach of children. Medicines will be stored in their original container in a separate sealable container and will be refrigerated as required. The storage container will be clearly labelled with the child's name and date of birth. A copy of the details of medication and parental consent form will be stored with the medication.

### **Regular required medication:**

For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. We must check that any medication held in the setting, is in date and return any out-of-date medication back to the parent. All medication including asthma pumps are stored in a named sealed plastic container as above.

### **Long term medication**

For any children on long term medication a critical care plan/risk assessment will be carried out by the management team, parents, key person, and a health care professional. The individual care plan should include the measures to be taken in an emergency.

We will review the individual care plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Long term medication forms will be kept with the prescribed medication such as asthma pumps, prescribed milk etc.

For some medical conditions, staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff, form part of a risk assessment. The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.

If a child taking medication requires hospital treatment whilst at the setting, the child's medication will be taken along with a copy of the medication record and the consent form signed by the parent in order that the hospital are clear on what medication the child has already received.

### **Record keeping:**

Tiny Treasures Day Nursery are responsible for the correct administration of medication to children for whom they are responsible for. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Parents will be shown the record at the end of the day and asked to sign the medicine form to acknowledge the administration of the medicine.

**Monitoring:**

We will monitor the medication forms to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for several children at similar times may indicate a need for better infection control or where frequently prescribed for the same child may indicate that the child’s condition needs further medical investigation.

**Teething:**

We recognise that teething can be distressing for some babies and offer different strategies to comfort babies during this process. These include:

- Teething gels may be administered when requested and provided by parents/carers. Teething gels can be offered to babies over four months old. Teething gels often contain a mild local anaesthetic, which helps to numb any pain or discomfort caused by teething. The gels may also contain antiseptic ingredients, which help to prevent infection in any sore or broken skin in your baby's mouth.
- Teething rings or similar to ease their discomfort and distract them from any pain.

<b>This policy was adopted on date:</b>	<b>Signed on behalf of Tiny Treasures Nursery</b>	<b>Date disseminated to staff:</b>	<b>Date for review:</b>
	<b>Name: Role Signature:</b>		

**Notes for clarification:**

The Medicines Act 1968 defines 3 legal categories of medicines:

- general sale list medicines (GSL)
- pharmacy medicines (P)
- prescription-only medicines (POM)

Under this act, most medicines can only be sold or supplied against a prescription at a pharmacy under the supervision of a pharmacist. However, some medicines (GSL) can be sold at other premises, such as convenience stores, as long as they're

prepacked and the premises can be closed to exclude the public. It's illegal to sell medicines from market stalls or from vehicles, such as at car boot sales.

Further information is available here:

<http://www.nhs.uk/chq/pages/1325.aspx?categoryid=73&subcategoryid=101>

#### **Legal framework**

- **Statutory Framework for the Early Years Foundation Stage 2017**
- **The Human Medicines Regulations (2019) Amendment**