

## **Administering Medication**

At Incey Winceys Day Nursery and Preschool, children who are unwell should stay at home until they are well enough to return. However, we will agree to administer medication to support children's health and well-being or their recovery from illness.

### **Medication arrangements**

In many cases, children's GPs can prescribe medicine that can be taken at home in the morning or evening. Wherever possible, medication will be administered at the setting only when not giving it there would be detrimental to the child's health.

If a child has not taken a particular medication before, parents are advised to keep them at home for the first 24 hours, especially if they are under two years old. This allows parents to check for adverse effects and gives the medication time to take effect.

### **Guidance and staff responsibilities**

These procedures follow the current guidance in 'Managing Medicines in Schools and Early Years Settings'. The manager is responsible for ensuring that all staff understand and follow them.

The room leader or deputy room leader is responsible for administering medication correctly to children in their room. They must ensure that:

- medication forms are completed on Family;
- medicines are stored correctly; and
- records are kept in accordance with these procedures.

When the room leader and deputy room leader are absent, the manager oversees the administration of medication.

### **Procedures**

Children taking prescribed medication must be well enough to attend the setting. The medication must be in date and prescribed for the current condition.

### **Consent for non-prescribed Calpol or liquid paracetamol**

Children's liquid Calpol or liquid paracetamol may be administered with

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parental consent given on the day it is needed. Parents sign an emergency consent form when their child joins the nursery, covering very high temperatures of 38.5°C–39°C or above.

If the medication has not already been signed in and acknowledged on Famly, staff will contact the parent by telephone or via Famly to obtain consent. The parent must acknowledge the medication form on Famly before the medicine is administered.

If the parent cannot be contacted and the child's temperature is above 39°C, staff will administer an emergency dose under the contractual consent.

## **Medication safety**

Paracetamol does not prevent febrile convulsions.

To prevent accidental overdose, parents must **always** tell staff if their child has received any medication within the four hours before arriving at nursery.

## **Monitoring and collection**

Staff will continue to monitor the child's condition after administering Calpol. If the child's condition has not improved after 20 minutes and their temperature remains high, staff will contact the parent to request collection.

## **Immediate collection**

Staff may use their judgement to request immediate collection if the child:

- has an extremely high temperature, for example above 40°C;
- has a rash;
- is lethargic or floppy; or
- is otherwise clearly unwell.

If the parent is unavailable to collect the child immediately, staff will contact the emergency contact to request collection.

## **Emergency action**

Staff will assess the situation and call an ambulance if needed.

Within the nursery, children's medicines are stored in their original containers, they are clearly labelled and are inaccessible to the children.

Parents give written prior permission on Famly for the administration of medication. When medication is given in the morning, the room leader or

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deputy room leader will sign this in and ask the parent to acknowledge the medication on Famly, and no medication may be given without these details being provided:

- Name of medication and reason for medication
- Dosage to be given at nursery and at what time
- The time that the medication was last administered or whether it is “unscheduled” e.g. for Calpol
- The form **MUST** be acknowledged by the parent or carer on Famly before any dose can be administered

The administration of medication is recorded accurately each time it is given and is recorded by the staff member who administered it.

Any necessary medication will be taken on outings, with the necessary documentation for administration.

## Storage of Medicines

All medication is stored safely in a cupboard or refrigerator. The child’s key person is responsible for ensuring medicine is handed back at the end of the day to the parent or carer. For some conditions, such as asthma or an epi-pen for allergies, medication may be kept in the setting, and an unscheduled medication form will be recorded on Famly.

Children’s liquid paracetamol e.g. Calpol must be kept within the setting. The room leader and key person check that any medication held to administer when needed is in date and should return any out-of-date medication back to the parent.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional. Staff are trained in the administration of Epi-Pens as part of the paediatric first aid course.

**No child may self-administer medication.** Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person or another member of staff what they need. This does not replace staff vigilance in knowing and responding to when a child requires medication.

## **Long Term Medication**

With regards to children who have long-term medical conditions and who may require ongoing medication, a health care plan must be in place before they start. This includes any allergies that may require the use of an Epi-Pen, or Asthma that requires the use of a pump as well as more complex health needs requiring medication to be administered. A health care plan for the child is drawn up by a health professional. The health care plan should include the measures to be taken in an emergency. It is reviewed at least annually, and the review should include any changes to the dosage of the medication or any noted side effects. Parents must receive a copy of the health care plan and should sign to acknowledge receipt of the plan.

In addition, other medical or social care personnel and parents may need to be involved in a nursery risk assessment. This involves being shown around the nursery, assessing the routines and activities, and noting anything which may be a risk factor for their child. For some medical conditions, the key person 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 may form part of the risk assessment.

Consent for staff to administer the medication for the long-term condition is gained once and following this, each time the medication is administered the parent acknowledges they have been informed. Parents understand it is their responsibility to update the details of the medication consent if/when the dosage, frequency, or medication changes.