

## **The Enchanted Wood Day Nursery Ltd: Health**

### **Administering medicines**

#### **Policy statement**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the nursery, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the nursery. If a child has not had a medication before, especially a baby/child under two, it is our policy that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect. All children on antibiotics are required to stay at home for 48 hours to ensure that enough time is given for the medication to take effect.

The staff members in each group are responsible for administering medicine to the children in their care. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

#### **Procedures**

- Children taking prescribed medication must be well enough to attend nursery.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date, have the original pharmacist's label stating the child's name and date issued and prescribed for the current condition.
- Children's paracetamol (un-prescribed) is administered for all children with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a

parent or named person is on their way to collect the child. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication.

- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, a member of the staffing team will check that it is in date and prescribed specifically for the current condition.
- Parents give prior written permission for the administration of medication. The staff members receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - the full name of child and date of birth
  - the name of medication and strength
  - who prescribed it
  - the dosage to be given in the nursery
  - the method of administration
  - how the medication should be stored and its expiry date
  - any possible side effects that may be expected if known
  - the signature of the parent, printed name and date.
- The administration of medicine is recorded accurately on our medication records each time it is given and signed by the staff member who administered the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
  - name of the child
  - name and strength of the medication
  - name of the doctor that prescribed it
  - date and time of the dose
  - dose given and method
  - signature of the staff member who administered the medication and a witness who verifies that the medication has been given correctly
  - parent's signature at the end of the day.
- Our procedure when administering children's paracetamol is to only give paracetamol once a temperature has been taken, children's temperatures can rise when asleep so all staff are advised to retake the child's temperature twenty minutes after waking up before contacting parents and administering paracetamol. All staff members are also advised if a child's

temperature is high to look at the clothing the child is wearing and reduce layers where possible. This can be the case with the general temperature of the room e.g. open the window if the room temperature is high, once this has been done temperatures are taken again after twenty minutes if the temperature has not dropped paracetamol is administered and parents contacted.

- When a child is teething, paracetamol can be administered with the verbal consent of the parent. If a child deteriorates at any point throughout the day or they become too uncomfortable to be at Nursery, we will inform the parent and ask for them to be collected as soon as possible.
- If the administration of prescribed medication requires medical knowledge, we obtain the relevant training by a health professional.
- No child may self-administer. Where children can understand when they need medication, for example asthma, they should be encouraged to tell a staff member what they need. However, this does not replace a staff members vigilance in knowing and responding when a child requires medication.
- We monitor the medication records to look at frequency of medication being given in the nursery. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.
- All medication is stored safely in a high cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- Staff members in each room are responsible for ensuring that medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the nursery to be administered on a regular or as-and-when- required basis. Staff member's check that any medication held in the nursery is in date and returns any out-of-date medication back to the parent.

All medication is stored either in a high marked cupboard in the kitchens. If medication needs to be refrigerated, it is stored away from all food and drinks and clearly labelled.

*Children who have long term medical conditions and who may require ongoing medication*

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.

- Parents will also contribute to a risk assessment. They should be shown around the nursery, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key 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 members form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- 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.
- An individual health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The individual health care plan should include the measures to be taken in an emergency.
- The individual health care plan is reviewed 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.
- Parents receive a copy of the individual health care plan and each contributor, including the parent, signs it.

### *Managing medicines on trips and outings*

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.
- On returning to the nursery the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

- This procedure is read alongside the outings procedure.

### Legal framework

- The Human Medicines Regulations (2012)