

## Policy on Medicines in Nursery

In March 2018, following national consultation, NHS England and NHS Commissioners (NHSCC published guidance for Clinical Commissioning Groups on conditions for which over the counter (OTC) items should not routinely be prescribed in primary care. Birmingham and Solihull has subsequently developed its own policy which was published in October 18. This policy reflects these changes.

A child must not attend nursery within the first 24 hours of being given a medicine for the first time. If they have previously had the medication before and suffered no reaction there is no exclusion period.

### *Prescription medication*

- Prescription medicine can only be given to the person named on the bottle and for the dosage stated. This must be checked before accepting the medication from the parent.
- Medicines must be in their original container.
- Those with parental responsibility must give prior written permission for the administration of each and every medication, however we will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g if the course of antibiotics changes, a new form will need to be completed.
  2. The dosage on the written permission must match that which is detailed on the container and is the only dosage that will be administered.
  3. Parents must notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
  4. Long term medication such as Inhalers will need to be reviewed by the key person and parent/carer if there are any changes to dosage or condition or every three months.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- The parent should be asked when the child had last been given the medication before coming to nursery and this information is recorded on the medication form. Similarly when being collected the parent/carer must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- The member of staff receiving the medication must ensure that the information detailed on the prescription label matches that stated on the medication form.
- The member of staff accepting the medication must read the medication form back to the parent upon completion to verify all of the information and instructions.

- At the time of administering the medicine a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- If a child refuses to take the medicine parents will be contacted and the earliest opportunity and a note recorded on the medicine form.
- Medication will be administered by a senior member of staff and witnessed by a second person. If it is deemed more appropriate the child's key person will administer the medication and will be witnessed by a senior member of staff.

### *Non-prescription medication*

Aston University Nursery acknowledges that there may be occasions when children require certain medication for which they do not require a prescription. These medicines are referred to as 'over the counter medication' and include those such as paracetamol, ibuprofen, nappy creams, moisturising creams, antihistamines and teething gels.

Parents may request for over the counter medication to be given to their child in the following circumstances:

- The child has previously be administered the medication with no adverse side effects.
- The child is well enough to be at nursery.
- The child has not already been taking the medication for longer than the manufacturer's guidelines as specified on the packaging.
- The medication is in its original packaging and within in its expiry date.
- The instructions are in English.
- The reason is deemed appropriate. (Please note over the counter medication will not be given as a precautionary measure.)
- Parents must complete an 'over the counter' medication form before the medication can be administered.
- Parents must specify the reason for the medication to be given (the nursery has a right to refuse to administer the medication should they deem the reason inappropriate or believe the child requires further medical attention)
- Parents must supply the medication in its original container, in date and with the manufacturer's instructions clearly visible and labelled with the child's full name.
- Parents must state details of any doses already administered in the past 7 days.
- Parents must specify the dose to be given and the times for which this is to be administered. (This must remain in line with the manufacturers' instructions)
- Parents must hand medication to a member of staff upon arrival and must never leave medication in a child's bag.
- If medication is to be administered 'as required' parents must clearly identify how to recognise this.
- Parents must sign the medication form when collecting their child, acknowledging the doses and times given.

Aston University Nursery has a right to refuse to accept or administer medication in the following circumstances:

- They believe the child is too unwell to be remain at nursery.
- They believe that the child may have an illness that may require a period of exclusion. ([Public Health England](#))
- They believe that the reason for the medication is not appropriate.
- They believe that the medication is not to be an 'over the counter' medication.
- The medication is not in its original container
- The manufacturer's guidelines are not clearly visible.
- The dosage, times, duration or reasons do not fall in line with the manufacturers guidelines.
- The child has previously had an adverse reaction to the medication
- They believe the child requires further medical attention.
- The child has previously been administered 'over the counter' for the same reason within the past 7 days or been administered for longer than the recommended length of time.

Any request to administer over the counter medication which does not fit in with the manufacturer's guidelines must be accompanied by a GP or Hospital letter to support this.

#### *Administering of Paracetamol to reduce a High Temperature*

- On registration, parents will be asked if they would like to complete the medication consent for liquid paracetamol. The nursery will supply the brand of Calpol unless otherwise notifying and agreeing with parents.
- If a child experiences a high temperature whilst at nursery, staff will attempt to cool the child naturally and will continue to monitor their temperature (see NHS guidance here: <http://www.nhs.uk/conditions/feverchildren/pages/introduction.aspx>).
- If staff cannot reduce the child's temperature they will contact parents and inform them of their child's condition.
- On parent's consent and prior completion of consent at registration staff will administer the liquid paracetamol. If we are unable to contact parents or any of the emergency contacts and the child has been in nursery for over 4 hours (i.e. the specified length of time between doses) we will administer Calpol if we feel it is in the best interests of the child.
- Parents must inform the nursery if the child been administered any medication prior to arriving at nursery.
- The dosage given will follow the guidelines provided on the medication unless a smaller dosage has been requested by parents or is deemed more appropriate based on the child's size and weight.
- Staff will record any medication administered

- Once liquid paracetamol has been administered parents will be required to collect their children to monitor at home.
- Following monitoring by parent, if the child generally well have no symptoms which require medical attention or suggests a contagious illness that requires a period of exclusion they may return to nursery and parents may sign in 'Over the Counter' medication inline with the guidance detailed in this policy.
- If the nursery feels the child would benefit from medical attention rather than paracetamol, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

### *Injections, pessaries, suppositories*

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child and appropriate consent has been provided by the parent.

### *Storage*

Children's medication must be stored in the medication fridge. The fridge is out of the reach of children. The fridge must be checked every evening to ensure that all medications have been taken home. Medication such as EpiPen's and inhalers will be stored in a container with a lid and clearly labelled with the child's details. It will be kept in the room with the child out of reach in a high cupboard. Children's allergy and asthma care plans are stored in the room with the children.

### *Staff Medication*

Staff must store any medication they are taking in their locker or in the fridge within the Staff Room. The medication must be clearly labelled and staff must inform the Nursery manager if the medication may cause them any side effects which could impact on their ability to fulfil their role and care for the wellbeing of the children.

It may be necessary for staff to attend an Occupational Health assessment to consider the impact of any adverse side effects of the medication.

*Please refer to the Visits and Outings Policy for medication procedures during trips.*

Internal use only

<b>This policy was adopted on</b>	June 22
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	June 23