

Charnwood Trust Medication Policy

Date Last Reviewed: January 2025	Date of Next Review: January 2027
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We promote the good health of children and staff attending nursery and take necessary steps to prevent the spread of infection see our Sickness, Illness and Injury policy for details. If a child or member of staff requires medication, we will follow the guidelines in this document. Charnwood reserves the right to not administer medication and to insist that parents make alternative arrangements if we feel we cannot meet the child's needs fully.

All medications must be in their original containers, with a named label that is legible and not tampered with. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This must all be checked, along with expiry dates, before staff agree to administer that medication. Parental written permission must be given for Charnwood to administer any and all prescription and non-prescription medication.

Prescribed Medication

- Prescription medicine can only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Medicines will be stored as required in the kitchen fridge or locked First Aid box.
- Inhalers - where there is a prescription for an inhaler, one must be given to the setting even if it is for short term use only.
- Individual Health Action Plans will be followed for children that require specialist medication. The nursery will work in partnership with medical professionals.
- Those with parental responsibility must complete a permission medication form prior to the administration of each and every medication. We will accept written permission once for a whole course of medication or for the ongoing use of a particular medication.

The permission form will include:

- Child's name and date of birth.
- Name of medication.
- Reason for medication.
- Dose and time to be taken.
- Any additional requirements (such as to be taken with food).
- Expiry date.

The form will be signed by the parent/carers and staff member.

- Permission is only acceptable for that brand name of medication: it cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.

- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed and is accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- 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.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication with the relevant information at registration.
- Each day that the medication is required, the parent will be asked when the child has last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature will be obtained at collection.
- At the time of administering the medicine, the nominated member of staff to administer medication for that child will ask the child to take the medicine or offer it in a manner acceptable to the child. This will be recorded on the medication form.
- All medication administration will be checked and witnessed by a second staff member.
- Where medication is "essential" or may have side effects if not taken, discussion with the parent will take place to establish the appropriate response if the child refuses the medication.
- Parents must inform staff when a new medication has been prescribed for their child. This is in case there is a reaction to the medicine.
- Where medication is available to manage a potential allergic reaction or long-term medical condition that requires periodic dosage, clear and ongoing discussions will be held with parents and a clear medication plan will be in place.

Non-prescription medication i.e. medication normally available directly from a pharmacy: (*Medicines containing aspirin will only be given if prescribed by a doctor*)

- The nursery only administers any non-prescription medication when prior written consent has been given by the parent for each and every medicine.
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. As per the instructions, Calpol must not be given to a child for more than 3 days. If a child has been given Calpol on 3 consecutive days, parents must seek medical attention.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- When a child starts at Charnwood, parents will be invited to fill out a medication consent form for liquid paracetamol (Calpol) or antihistamine (Piriton) for use in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. These medications will be stored on site and checked before use for expiry date etc. The nursery will make every attempt to contact the child's parents, but if parents cannot be contacted then the Head Teacher will take the decision as to whether the child is safe to have this medication. Giving non-prescription medication will be a last

resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will follow the NHS guidelines. Any Calpol and Piriton given will be administered according to the instructions on the label.

The child will be closely monitored until the parents collect the child. If medication is used, the type, dosage and time given will be recorded and the parent/carer will be informed.

- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission will be obtained from the parent, and the onus is on the parent to provide the cream which should be clearly labelled with the child's name

Injections, pessaries, suppositories

The administration of injections, pessaries and suppositories represents intrusive nursing, they will only be administered by members of staff who have had appropriate medical training. This training will be specific for each child and not generic. Charnwood will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Storage

All medication for children must have the child's name clearly written on the original container and be kept in the locked medicine cabinet on the relevant nursery floor, alongside the medication forms. This includes emergency medication, such as inhalers and EpiPens, which need to be within easy reach of staff in case of an immediate need but must remain out of children's reach. Any antibiotics requiring refrigeration will be kept in a fridge. Either in the back office or nursery floor fridges floor dependant which nursery floor the child is on. In all cases a fridge inaccessible to children.

Specialist respiratory equipment, such as CPAP and oxygen cylinders will be stored in accordance with risk assessment.

Staff medication

Charnwood staff must not work with children when they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the Head of Education. Similarly, if other staff members notice changes in behaviour suggesting a person may be under the influence of medication, they should inform the Head of Education.

Where staff may occasionally or regularly need medication, any such medication must be kept safely out of reach of the children and not taken onto the nursery floor or carried in a pocket whilst working with children. It must be kept in a locked cupboard or in the top drawer of the filing cabinet in the Head Teachers office. It should be labelled with the name of the member of staff. This includes both prescription and non-prescription medication.