

At Wiggles and Giggles we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine, we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Only members of the management team are permitted to administer medication within the setting. The management team includes the Manager, the Deputy Manager, Management Support Officer and all Team Leaders.

All medicines should be prescribed and must be in the original labeled container for the person named on the bottle. The label should state, in English, their name, the medication's name, the dosage, the frequency required and the date the medication was given.

Prescribed means: medicine that is recommended for that individual child by a doctor, dentist, nurse or pharmacist.

If a parent wishes the setting to administer a non-prescribed medication e.g. any medication brought over the counter, then the parent must indicate this on the medication request form.

The only non-prescribed medications Wiggles and Giggles are happy to administer are as follows: Pain and fever relief, cough mixture, allergy medication, teething powders & gels and nappy and skin creams. All other medications **must** be prescribed.

The setting will only administer such medications when requested to do so by the parent and where there is an accepted health reason to do so, and not routinely as set out in the statutory framework.

The management team will only administer non-prescription medication for a maximum of 3 days, after this time the parent must contact their GP for further advice. At any time during these 3 days, if the staff feel that the child's health has deteriorated or they have any concerns, the parent will be contacted to collect the child (or make arrangements for the child to be collected).

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.

If the parent provides medication that is not in its original container or is past its expiry date then the setting will not accept and administer it. The staff member who accepts the medication from the parent should carefully check this. If a doctor or dentist has prescribed medication it should be recent and not being reused at a later date.

Children under 16 should never be given medicines containing aspirin unless a doctor has prescribed it for the individual child.

We ask that the parent complete a medication form every time they require the nursery to administer prescribed or non-prescribed medication. We require:

- The child's name.
- Date, time and reason for last dose of medication.
- Date and time of when the medication is to be administered.
- The type of medication to be administered.
- The reason for the medication.
- Any special storage requirements.

The parent/carer must sign this form to give consent for a member of the management team to administer the medication. Parents/carers are required to read and sign this record on collection of their child to confirm they have received precise details of the times and dosage given throughout the day.

If the child has a long-term health issue and will require regular medication a long-term medication form must be filled in by the parent, on this form we will require:

- Their child's name.
- The date that this information was provided.
- Date and time of when the medication is to be administered.
- The type of medication to be administered.
- The reason for the medication.
- Any special storage requirements.

Parents/carers are required to read and sign this record on collection of their child to confirm they have received precise details of the times and dosage given throughout the day.

Procedure for administering medicine

Only the management team and are authorised to administer medicine to children in the setting.

- Members of staff must ensure they can administer medicine safely, without being distracted by the daily routine. Cover should be arranged prior to administering medicines if necessary, to ensure medicine is administered safely.
- It is the management team's responsibility to check the details of the medicine form against the medicine for consistency, making sure the name, date and dose are correct and adhere to this policy.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- A witness must also check the same details before the medication is administered and that the medicine is being administered to the correct child.
- A witness must also watch the administration of medicine and sign the medicine form to say they witnessed the administration of medicine.

If a child refuses to take their medication the member of the management team will encourage the child to take it where possible however will not force the child. If they will not take the medication the member of the management team will contact the parent to inform them so they can make the decision on how to proceed.

All children's medication will be stored in a designated area in the nursery fridge that is situated in the locked milk preparation room or staff room, unless other storage instructions are given. Any medication that is not required to be kept in the fridge will be stored safely in a designated cupboard in the locked laundry.

Any medication records will be kept in the register folder within each room and once completed will be stored in the child's file in the office. Any significant incidents concerning administration of medication will be reported to Ofsted.

Long Term Illness

If a child enters the setting with a long-term medical condition the nursery will gather sufficient information about the medical condition in order to support the child in the most appropriate way.

For severe medical conditional or allergies, a written plan may be necessary. This can include:

- Details of a child's condition

- Special requirement e.g. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role the staff can play

Written plans will be displayed in the relevant classrooms within the nursery. It is the responsibility of the parent/carer to inform the nursery of any changes in the child's long-term health care.

Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.

In an emergency

In an emergency situation, an ambulance will be called for and parents informed immediately. The parent will have signed an emergency medical treatment permission statement within their registration form. The advice of the medical professionals will be followed and parents kept up to date until they are with their child.

On registration, parents are asked to give permission for their child to be given a specific type of liquid paracetamol or anti-histamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting.

Parents will be contacted by phone for permission to administer these medications first however in situations where no one on the child's registration form can be contacted the Manager on site will make the decision to give the child medications based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.

If we are able to contact the parent it is not the responsibility of the management team to decide whether or not the child needs medication. The parents should be encouraged to either collect their child or decide for themselves whether or not their child needs medication.

Parents are required to provide an emergency supply of fever relief and anti-histamines this will be stored at the setting in a designated area in the locked laundry. This will be checked at regular intervals by the designated health and safety representative to make sure that it complies with any instructions for storage and is still in date.

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

If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.

As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.

The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

In the case of a child needing medication during an outing please see the outings policy and procedure.

Parents should be encouraged not to bring their child to nursery if they are ill and unable to enjoy the nursery day.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery 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.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where 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 Manager on site and seek medical advice. The manager on site will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behavior suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/ in the staff room/fridge or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. 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 will all be checked, along with expiry dates, before staff agree to administer medication.