



Medication Policy

Little Oaks Nursery requires full medical information from parents and carers regarding their child's medication and medical needs.

This information is requested on the registration form and the Nursery must be informed in writing of any changes during the child's time at nursery. Any changes will be documented and shared with the child's key person, SENCO (if appropriate) and the management team. All medication records are treated confidentially.

General guidelines

For any child requiring the administration of medication in nursery, the following procedure must be followed:

- 1) Any medication should be provided in its original container including the box with a dispensary label clearly visible. The label should include the child's name, DOB, name of medication, dosage information and expiry date.
- 2) A medication form must be completed and signed by the parent/carer. When receiving the medication, the dispensary label must be checked by the practitioner to ensure the information above is present. A check must also be made that the dispensary label and the medication label on the bottle or tube are the same.
- 3) In the case of the antibiotics, practitioners will check if the child has been prescribed these antibiotics before. If this is the first time the child has had the antibiotics the first dose must be administered at home. The child should stay at home for 24 hours after the first dose. This is to limit the risk of an adverse reaction to the medication taking place in nursery. If the child has had the antibiotic medication before the medication can be administered in nursery in line with the instructions on the dispensary label.
- 4) The medication must be stored securely in a locked cupboard or if refrigeration is required, in the Bluebell room kitchen fridge.
- 5) Medication will only be administered by a practitioner who has a first aid qualification. There must also be a second qualified first aider present to check the medication form has been completed correctly and witness the administration of the medicine. Both members of staff must sign the medication form once the medication has been given. Medication will be administered in an appropriate manner and children will never be coerced into taking medication. If a child refuses the medication, this will be recorded on the medication form.



- 6) The medication must be returned to the parent/carer when collecting the child from nursery. The medication form must be signed again by the parent/carer to acknowledge receipt of the medication and the dosage given at nursery.

Long term medication

Children may need prescribed medication to be stored at nursery in case they need it. The nursery will follow the guidelines above with the exception of step 5. Should a child require medication at nursery, this will be documented on the medication form and parents/carers will be required to sign the medication form when collecting their child from nursery.

Long term medication must be checked every half term to ensure it is still in date and parents informed if new medication is required.

Parents/Carers are required to inform the nursery if their child's medical needs change.

Children with additional needs or allergies are provided with an individual box, which contains the medication and a procedure sheet outlining when the medication is needed and what care they require. This box goes wherever the child goes when they are under the care of the nursery. This procedure is monitored and changed as necessary by the SENCo. If training is required to administer the medication, this will be delivered with guidance from the school nursing team. A minimum of four practitioners will be trained per child to ensure there is always a member of staff on site to administer the medication. Medication will be administered at the dosage written on the plan, unless accompanied by written instructions from a health care professional (eg as part of an allergy plan)

Non-prescription medication –

When completing the registration form parents/carers should indicate if they give permission for liquid paracetamol (Calpol) to be provided at nursery.

If a child arrives at nursery having already received Calpol at home, parents/carers must inform a member of staff and complete a medication form stating the time of the last dose and the dosage given. The parent/carer must also sign this form.

If a child becomes unwell whilst at nursery, practitioners will assess the child's needs in accordance with our sick child and emergency policy.



- Parents/Carers will be required to sign the medication form when collecting their child, acknowledging that they are aware of the dosage and time the medication was given at nursery.

Teething

Babies do from time to time experience discomfort whilst at nursery from teething. Regular consultations with Parents/Carers help practitioners to track when babies are teething. Permission will be sought from Parents/Carers to administer Calgel if required, during the initial settling in visits. Calgel will be administered in accordance with the instructions on the tube and will only be applied if the Parent/Carer has provided written permission. We do not provide Calpol if symptoms present are consistent with teething pain.

Skin creams and barrier creams

Sudocreme is used throughout nursery as necessary and permission is sought by Parents/Carers during the registration process. If a child is sensitive to Sudocreme, parents will be required to provide an alternative for use in nursery. This will be stored with the child's nappies and be clearly labelled with the child's name.

Occasionally children with dry or sensitive skin may require skin cream whilst at nursery (e.g. after playing in water) Practitioners will apply this cream using the guidance on the packaging and inform parents upon arrival that the child has had some applied.

Action to be taken in case of a breach of the medication policy

Should the policy be breached by Nursery staff in any form, the following action will be taken immediately:

- Parent/carer to be notified via the quickest method available (e.g. if the child has already been collected the parent must be contacted via telephone or by undertaking a home visit if necessary).
- Appropriate medical advice will be sought by the setting, in conjunction with the parent/carer;
- Nursery staff to inform a member of the management team who will inform the registered person;



- Local Authority Designated Officer for Safeguarding will be notified by a member of the management team;
- Written notes must be made by the Nursery staff and the management team of any action taken with accurate timings recorded events.