

## Jitterbugs Medication Policy

At Jitterbugs we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). 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.

- A medication form must be completed on arrival at the setting, before we are able to administer any medication. For long term medication these must be reviewed every 6 months and a new medication form filled out with parents/careers.
- All medication should be in its original packaging, with pharmacy label and a measuring spoon/syringe supplied.
- A level 3 qualified in childcare who is DBS checked will administer the medication, (this is to comply with insurance requirements), and as soon as the medication is administered the medication form will be completed by the member of staff who administered it. A witness **must** be present if the medication is a prescribed medication, the a witness must also sign the medication form.

### **Medication prescribed by a doctor, dentist, nurse or pharmacist**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle/box for the dosage stated.
- A child who has never had a course of prescribed medication will not be allowed entry into Jitterbugs for the first 24 hours of the course.
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior consent for the administration of each and every medication. However, we will accept consent once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  - 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

- 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.
- Parents must notify us **IMMEDIATELY** if the child's circumstances change as a new medication form will need to be completed
- 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
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information 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 must be obtained at both times to acknowledge this.
- 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. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form
- A 'My Asthma Care Plan' will only be completed by a health care professional if the child has been diagnosed with Asthma by a GP or health care professional.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.
- Labelling which stipulates '3 times a day' will only be administered once if a child attends a full day, for medication which stipulates '4 times a day' this can be administered twice for those children who attend a full day session. We will not administer medication if your child attends only half a day session as it is the parent's responsibility to administer at home before and after the session as this allows for the regular intervals unless the child has attended full days previously and a pattern has been formed with administering.
- Labels which stipulate administering twice a day will **not** be administered whilst in the setting, as this can be done before and after attending the setting and therefore it would be at regular intervals for the child.
- Labels that stipulate 'every 6 hours' will only be administered six hours from last dosage given so this can be administered once depending if the child attends a full day session.

#### **Non-prescription medication (*these will not usually be administered*)**

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- 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 a child needs liquid paracetamol during their time at nursery alongside an antibiotic then the paracetamol then will be treated as prescription medication with the parent to provide the paracetamol.

- Liquid paracetamol will also be given and treated as prescribed medication in the event a child has had an injury which has affected bones/muscles
- On registration, parents will be asked if they give consent to their child being given a liquid paracetamol or anti-histamine in particular circumstances such as, an increase in the child's temperature or a wasp or bee sting. A medication form will be completed to state the dose that has been given, the circumstances in which this can be given e.g. the temperature increase of their child along with the name of the non-prescribed medication.
- In an emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site in the office. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication 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.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior consent must be obtained from the parent on the medication form for creams 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 a medication form has been completed for every medicine.

### **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. Children who need specialized medication will require a health care plan in place, to enable staff members to provide the appropriate care that is required for the child's needs.

Jitterbugs 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 feel unwell and cannot 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 to care for children they must inform their line manager and seek medical advice. The nursery director/manager/deputy manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour 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/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. 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 which is located in the nursery kitchen in the small upright fridge.

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.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>August 2024</i>	<i>Katey Pratt/Linda Wood</i>	<i>1 year</i>