



## **Policies and Procedures for administering medication.**

### **Roles and Responsibilities:**

#### **Parents or Guardians:**

- Have prime responsibility for their child's health
- Are responsible for ensuring their child is well enough to attend Nursery.
- Will inform nursery if the child has any medication in the last 48 hours prior to attending nursery.
- Should arrange where possible for medication to be administered outside Nursery hours, consulting with doctor where applicable
- Are encouraged to contact the Nursery and keep the Nursery informed of their child's condition and health either before the Nursery Day if it may affect his/her care or if a child goes home due to a developing condition.
- Should liaise with practitioners to agree the Nursery's role in helping to meet their child's medical needs.
- Are responsible for supplying written information about the medication their child needs to take. This will include filling in a medication form within the setting.
- Are responsible for the disposal of any medication after use within the setting.
- If giving medication that is not through prescription, e.g., Calpol. Take full responsibility for giving permission to administer dosage. Practitioners are not able to administer dosages greater than the recommended packaging for each age range.
- When confirming medication with practitioners, parents take full responsibility for recommendations on times. When giving nonprescriptive medication, practitioners will adhere to packaging guidelines and consult parents when filling out the medication forms.

If a member of staff develops a concern about a child's medical condition or health, they will share this with the Nursery Deputy Manager or Manager, so that parents/guardians can be informed.

#### **The Employer:**

- Ensures the health and safety policy is in place., including procedures for managing medication and effective management systems
- Ensures staff are aware of the policy and their responsibilities within it
- Ensures correct procedures are followed

- Has a responsibility for ensuring staff receive appropriate training to support pupils with medical needs. Employer needs to be satisfied the training has given staff sufficient understanding, confidence, and expertise.
- Puss 'n' Boots Day Nursery may supply Calpol for children who develop a high temperature whilst at nursery

### **The Staff:**

- If/when staff support a pupil with medical needs, they need to receive information about the condition and the likelihood, or not, of an emergency arising
- Tasks should be clearly identified with training provided before they are asked to administer medication
- Support and or cover for absence will be required
- Should ensure appropriate records are kept
- Should be aware of any possible side effects
- Should bring to the attention of Deputy or Manager any concerns they have about a pupil's medical condition.

Who may be involved in the exchange of information concerning a medical condition:

1. General Practitioner
2. A Community Paediatrician
3. Community Pharmacist
4. Community Paediatric or specialist Nurse
5. Health Visitor

All Medication and treatment are supported through varying roles as outlined above.

If medication is to be given to the child a medication form must be completed by a parent.

When giving medication to a child it is always administered with a witness, an alarm clock maybe used to make sure the medication is given at the correct time to remind the staff during a busy day.

All needs will be supported in line with our Admissions and Equality and Diversity Policy.

We will treat each scenario on an individual basis and refer to the Roles and Responsibilities appropriately.

All staff are given correct procedures and information on the processes and procedures for administering medication within the setting upon their induction.

Staff are supported by senior practitioners and senior practitioners' model correct form filling and procedures in line with practices in our Nursery.

When staff are unsure on admitting a child in the morning due to concerns of their health and well being, they should always refer to a senior practitioner, Deputy or Manager.

Staff that have concerns throughout the day of a child's wellbeing, should keep a senior practitioner, Deputy or Manager informed of any action taken or seek a second opinion.

Staff will monitor any unusual symptoms, behaviour or raised temperatures. Temperatures are monitored by use of a digital thermometer scanned on the forehead and parents are informed of well being via phone calls, either requesting consent for Calpol or requiring that the child is collected from Nursery in their best interest.

When a child's temperature goes above 37.5/ 99.5, we will phone Parents and they are advised to pick the child up as soon as possible. We will also seek to cool the child by taking clothing off, seeking a cool space and offering water to drink.

If we are unable to contact an emergency contact and the child's temperature is above 39.0c, we will refer to children's information sheets which give signed consent to administer Calpol, If a child has been within our care for more than four hours and they have signed consent, we will give Calpol, giving the recommended dosage according to the packaging for their age range. We will then seek a further signature and confirmation when a parent/guardian collects the child

Practitioners will monitor a child's well being and take their temperature every 20 minutes after giving them Calpol to review change. If the temperature does not go down following administration of medication or increases the parent will be contacted again to ensure they are on their way to nursery and medical help will be sought is necessary.

Our recommendation to prevent the spread of infection and consider other children's welfare is that if a child is visibly not well or their behaviour and well being is affected due to illness, please consider their enjoyment and experiences at Nursery. They may benefit from spending a day at home resting and recuperating. If a child has 2 loose nappies, we will use our discretion on the cause and send them home if required.

### **Staff medication**

All nursery staff has 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 – making them drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their manager and seek medical advice. The registered provider 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 form 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 office. 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 staff member.