



## **Medication Policy**

Alfresco Childcare promotes the good health of children and colleagues and will take positive steps to prevent the spread of infection.

Alfresco childcare

1. Request that parents/carers administer prescribed medicines where possible, and the first dose of newly prescribed medicines so as to ensure that there are no immediate side effects or allergic reactions.
2. Allows children who are taking medication to attend nursery provided they are not suffering from an infectious illness that could impact the health and wellbeing of other children in our care and the adults that care for them.
3. Will only administer medication if it has been prescribed by a doctor, dentist, nurse or pharmacist (with the exception of Nappy Cream and Teething Gel) and can only be administered according to their directions.
4. Will only administer medication if a medicine consent form is completed and signed by the parent/carer, verbal permission will not be accepted. Requests for alterations (written or verbal) to dosages to that stated on the medicine cannot be accepted at any time.
5. Requires the person administering medicine to be witnessed by a senior colleague (this can be the Manager, Deputy, Senior).

Children who are taking medication may attend nursery provided they are not suffering from an infectious illness or disease that could impact the health and wellbeing of other children in our care, are not displaying any signs or symptoms of illness and they are well enough to fully participate in nursery activities; this is at the manager's discretion. For information on infectious illness please refer to Public Health England's Guidance on Infection Control in Schools and other Childcare Settings:

[http://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

Medication will only be given with prior parental permission and if there is an accepted health reason to do so. No medicine/cream/lotion can be administered unless a medicine consent form is completed and signed by the parent/carer in advance.

When dealing with medication of any kind, strict guidelines will be followed.

### **MEDICINE PROCEDURES**

Prescribed Medication

1. The person administering medicine will be witnessed by a senior colleague (this can be the Manager, Deputy, Senior).

2. When a parent/carer brings prescribed medication in for their child, colleagues must check that the medicine has the original prescription label clearly stating the child's name and dosage.
3. Prescription medicine will only be given to the child named on the bottle for the dosage stated.
4. A Medicine Form for each child must be completed and signed by the child's parent/carer on every occasion their child requires medicine.
5. The Parent/carer must sign the Medicine Form again when they collect their child and must be given the medication and informed when it was administered during the day, along with any other relevant information, such as signs of allergic reaction.
6. Prior to the medication being administered the dosage and identity of the child must be agreed and witnessed by the Manager/ Deputy/ Senior and the Medicine Form must then be completed with the correct information including time administered and who administered it.
7. A senior colleague must check the information recorded and sign the administration form as a witness.
8. The person administering medication will ensure that the medication label, the medicine form and the child's identity have been carefully checked and the time given and dose given are recorded on the medicine form.
9. No further medication is administered if the child spits out, vomits or spills part of the dose. This should be recorded on the administration form.
10. The medication is replaced in the cupboard or refrigerator and returned to parent/carer at the end of every day.
11. At nursery the only non-prescribed medications that we will administer are nappy cream and teething gel.
12. A digital thermometer MUST be used for taking temperatures.
13. If a child develops a high temperature (normal temperature usually ranges between 36.5 to 37.5 degrees Celsius) they MUST be monitored and their temperature recorded every 10 minutes. To record a temperature, the average of three temperature readings MUST be taken. During this period of initial monitoring the staff member MUST attempt to cool the child by:-
  - a. Giving the child a cool drink of water
  - b. Removing all clothing except for the child's vest/T-shirt and undergarments.
  - c. Cover them with a sheet if necessary.
  - d. Keep the room well aired and at a comfortable temperature (about 18°C (65°F)) by adjusting the heating or opening a window.
  - e. Using a warm flannel to sponge bath the child.
  - f. Refrain from cuddling the child too closely.
15. If the child has recently woken from sleep and appears feverish their temperature monitoring should commence 20 minutes after the child has been fully awake.

16. If after 20 minutes the child has maintained a high temperature of 38 degrees Celsius or above the parent/carer must be called to come and collect their child.

17. If a child's temperature rises above 39 degrees for a baby under 6 months or 40 degrees for any other child, the parent/carer must be told to collect the child as a matter of extreme urgency; the child must be monitored closely and if there are any signs of drowsiness which can't be roused, an ambulance must be called and the parents informed.

### **Nappy Creams**

18. The nursery provides Sudocrem if required. This is applied using disposable gloves and the colleague must only scoop cream out once with each clean glove so as to not allow anything to contaminate the pot. If parents require cream to be applied routinely they are asked to provide a named pot/tube for their child's own use.

19. When applying nappy cream colleagues must wear disposable gloves.

### **Teething Gel**

20. If teething gel is required parents/carers are asked to provide this and must complete the Medication Consent Form.

### **Healthcare Plan**

21. A Health Care Plan must be completed for each child with a long term medical condition that requires on-going medication and this will be done in conjunction with parents/carers. It may involve other medical or social care personnel.

22. Parents/carers should be shown around the nursery, to help understand routines and to identify any risk factors that may affect their child. Individual risk assessments must be carried out as appropriate.

23. For some medical conditions colleagues may be required to have basic training to understand the condition. Some other conditions may require more specialist training in order that colleagues understand how to administer these medications such as Epipens, injections, pessaries, suppositories. This training would be specific for each child and not generic. Information on the medication such as dosage and possible side effects should be included in the Health Care Plan. In some instances it may not be appropriate for us to allow the child to start nursery until such training has been sought, we understand this can be frustrating but is absolutely necessary to protect the staff and the child.

24. If a child attending nursery has been prescribed an Epipen because they have a severe allergic reaction to anything, an individual risk assessment will be carried out for this child and a Health care plan completed detailing the procedures to follow. A copy will be kept in the child's individual file and the Risk Assessment File. There will always be someone available on the premises that can administer the Epipen to the child. All colleagues will be given information on the allergy that the child has and will be updated with any changes.

25. Information must be shared with all Colleagues that care for the child. The Health Care Plan must take into account emergency measures and should be reviewed regularly. Parents/carers receive a copy of the Health Care Plan which must be signed by each contributor.

### **Inhalers**

26. The medication procedure must be followed for children who have an inhaler on a daily basis. Parents/carers must sign the Medicine Form for every day that the child attends and requires their inhaler.

27. If a child only has an inhaler on an 'as required' basis, the parent/carer must complete the medicine form appropriately. The signed form is kept in the Medicine File and a copy in the child's individual file.

28. If a child requires their inhaler during a session then the trained colleague will administer the inhaler as described on the inhaler consent form, the parent/carer must be asked to sign the Medicine Control Form at the end of the session when collecting the child.

### **Skin Creams**

29. We will apply prescribed skin creams following the same procedure as we do for prescribed medicine. Any creams that are not prescribed by a doctor will not be applied (with the exception of nappy and sun cream).

30. Gloves must always be used when applying creams. There will always be a witness for the person applying the cream.

### **Medication when on Nursery Outings**

31. From time to time medication may need to be administered when the child is on a nursery outing. If the child is going out on a local outing this must be arranged between the times the medication is needed.

32. If the child is going out on a full day trip the medication must be kept with the child's Key person\* or buddy key person\* and the Medicine Form must be taken on the outing. The medication will then be administered in the same way as when a child is in the nursery.

\*or colleague standing in for the key person/buddy key person

### **Storage of Medication**

33. All medications must be in their original containers, labels 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 colleagues agree to administer medication.

34. Emergency medication, such as inhalers and epipens, will be within easy reach of colleagues in case of an immediate need, but will remain out of children's reach at all times.

35. Any antibiotics requiring refrigeration must be kept in a clearly labelled secure container and separated from food stuffs in a refrigerator inaccessible to children.

36. Any other should be securely stored out of reach of children away from the childcare rooms.