

Medication Policy

- If the child is on prescribed medication, prescribed by the doctor, dentist, nurse or pharmacist the following procedures will be followed:
 - If possible, the child's parents will administer medicine. If not, then medication must be stored in the original container and clearly labelled with the child's name, dosage prescriber's instructions for administration.
 - Providers must obtain prior written permission for each and every medicine from parents before any medication is given. Where local regulations require it, guidance will also be sought from social care before people other than parents agree to administer medicines.
 - Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
 - All medications will be kept in a lockable cupboard.
 - A medication book will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who has administered each dose.

With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the Nursery's insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

Non-prescription medication (these will not usually be administrated)

- The nursery will not administer any non-prescription medication containing aspirin, Calpol or any type of pain relief. If a child needs this type of medication, they should not attend nursery.
- If the nursery feels the child would benefit from medical attention, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- On our Nursey in a Box registration form there is a section to fill in any of your child medical, allergy and intolerance details, we want you to be as clear as possible when filling in these details.
- Where a child has a temperature of over 38 degrees parents will be called immediately and the child will have to collect the child ASAP.
- The nursery DOES NOT administer any medication unless prior written consent is given for every medicine

Procedure for children with allergies

- When Parents start their children at the setting they are asked if their child suffers from any known allergies, which is then recorded on the child's registration form.
- We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e., the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g., anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g., EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.

- We take precautions to reduce the risk of nuts or nut products being used within the setting but cannot guarantee full protection due to others labelling.
- We have both staff and children that have Epipens.

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

- All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All instructions should be printed in English. All prescription medications must be issued to the child displaying their full name, it 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 agrees to administer medication.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff. Parents are then required to note the details of the administration on the appropriate medication request form. Staff members will inform a member of management who will check these details.
- Those with parental responsibility must give prior written permission for the administration of each medication. However, we will accept written permission once for the ongoing use of a medication, such as Asthma inhalers.
- For all other prescribed medication that is a short course, the written permission is required to be documented on a medication request form for each day the medication is needed to be given to a child
- The dosage on the medication request form is the only dosage that will be administered if it corresponds to the dosage stated on the medication bottle from the doctor, dentist or manufactures guidelines. We will not give a different dose
- Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/ dose needs to be given and written evidence needs to be given.
- 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 request 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
- At the time of administering the medicine, a member of management 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.
- If the child refuses to take the appropriate medication, then a note will be made on the form

Suntan Lotion

During the summer months children should arrive to nursery with suntan lotion applied. The nursery may apply a second layer of suntan lotion at lunchtime to keep your child safe in the sun. We will use nivea children's 50+ sensitive lotion if consent is signed for under our 'parent Consent form'.

If your child has any allergies, you must provide your own lotion and leave at nursery with a name and date of opening.