

Medication policy

At Hearts and Minds, we promote the good health of children attending our nursery setting and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medication, we will obtain the relevant information about the child's needs for this and ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery as set out below.

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

Medication on prescription can only be administered by Senior staff including Jenny Hodge, Lindsay Thomson, Stacy Wright and Chloe Banks. Prescription medicine will only be given to the person named on the bottle for the dosage stated. Medicine must also be in the original container including prescription label. Those with parental responsibilities for any child requiring prescription medication should hand over the medicine to the relevant staff member, who will then fill out the relevant documentation including short- and long-term medication forms. The forms should include details of the medicine and the correct dosage stated on the prescription label.

The written permission is only acceptable for that medication and cannot be used for similar types of medication unless it is salbutamol or Ventolin. The dosage on the written permission is the only dosage that will be administered. Parents must notify us immediately if the child's circumstances change such as extra dosage given at home or change in medication.

The nursery will not administer a dosage that exceeds the recommended dosage unless the medication is accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.

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 medication, then a note will be made on the medication form. The senior staff administering the medication must ensure that another member of staff is present to witness and must also check all relevant information on the medication and on the form. They must also immediately fill in the required documentation to confirm the time and the dosage of the medication given and the witness to sign to confirm this information.

Over the counter medication

Due to the fact that doctors are not issuing prescriptions for minor ailments we as a nursery are happy to administer certain medication without a prescription label. However, all medication must be in its original packaging containing information with regards to dosage, expiry date and when opened. Parents will sign consent upon arrival to allow us to administer the medication. This will include eyedrops for conjunctivitis and teething gels or crystals and certain medicated creams.

Liquid paracetamol

When a child is registered at Hearts and Minds, parents and carers have the option to sign a permission form for the administration of liquid paracetamol. Liquid paracetamol will only be administered to a child who has had a rise in temperature and guidelines provided on the children contracts in line with the manufacturer's instructions will be followed. Should a child have been in

nursery for less than four hours, parents and carers will be contacted prior to administering the liquid paracetamol to ensure the child has not had any prior to coming in to the setting. When a child's temperature rises, we will contact the parents prior to giving Calpol, when liquid paracetamol has been administered, practitioners will monitor the child and liaise with parents and carers on a regular basis to inform them of their child's wellbeing. If a child's temperature does not reduce to below 38 degrees, parents and carers will be asked to make arrangements to collect their child as soon as possible.

Should a child's temperature rise to 38.5°C or above, parents and carers will be asked to make immediate arrangements to collect their child. During this time, practitioners will continue to follow the medication policy. Should parents and carers not give consent for their child to receive liquid paracetamol and fail to be contacted, staff at Hearts and Minds will seek emergency medical attention as stated within the nursery contract.

If a child requires Calpol on two consecutive days, and the temperature should rise above 38 degrees on the 3rd day the parents will be contacted immediately and asked to collect the child as we will be unable to administer Calpol on the 3rd day of the child having a temperature. Following guidance on the medication we will kindly ask for parents to seek medical advice.

Staff medication

All nursery staff have the 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 the children's needs. This includes circumstances where any medication takes effects 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 they must inform the manager and seek medical advice.

Where staff may occasionally or regularly need medication, any such medication must be kept in the medication cabinet in the office, clearly labelled. When staff take medication, they to record what they have taken on the staff medication form. In all circumstances all medication must be stored out of reach of children.

Storage of medication

All medication within the setting must be clearly named and in its original packaging. Medication must then be kept in the locked Medication Cabinet in the office or in the office fridge. The management team and team leaders are the only people with access to this storage. Any form of emergency medication such as inhalers or EpiPens will be kept on a shelf in each room. The means that the medication is accessible to practitioners in the case of an emergency but remains out of the reach of children.

Managers signature _____ Date _____

Date for review _____