



16. Medicine Administration and Storage Policy

Policy Statement:

At the Sunshine Club we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Infection Control Policy). 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. Children taking prescribed medication must be well enough to attend the club.

Aims and Objectives:

This policy aims to outline the regulations, procedures and responsibilities for administering medicines. It seeks to outline procedures to be undertaken to minimise the impact of any child's medical condition on their life in the club and to ensure that parents, carers and early years' practitioners at club understand the steps which need to be followed when a child has medical needs.

The objective of this policy is to ensure a responsible, consistent and reliable approach to administering medication is adopted that complies with all of the statutory requirements relating to this.

We follow strict guidelines when dealing with medication of any kind in the club and are guided by the [Statutory Framework for the EYFS](#) which clearly states that:

'Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.'

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

Please note that medicines containing aspirin will only be given if prescribed by a doctor

Prescription medicine will only be given to the person named on the bottle for the dosage stated; therefore it is essential that the medicine arrives in the club in its original container / box and with its original prescription label with their instructions printed in English. If parents fail to bring in the medicine container which has the prescription label on, practitioners will NOT be able to administer the medicine.

Parents must always ensure that if a child has a prescribed medicine, the first dose of such medicine is always administered at home; this is to eliminate any potential allergic reactions / side effects the child may have. If a child has been prescribed antibiotic medicine for any infectious illnesses, such as



tonsillitis, throat infection etc., parents must ensure that the child has been administered the medication for a period of 24 hours prior to returning to the club.

Upon dropping their child off in the club, parents should hand over the medication to the most appropriate member of staff, ideally the year group key person. The parents will then be asked to complete and sign a Medication Consent form which will contain the following information:

- Child's full name and date of birth
- Full name of medicine
- Reason for medicine
- What time the child has last been administered the medicine at home
- What time(s) the medicine to be administered to the child in the club
- The dosage of the medicine
- Parent signature, printed name and date
- Name and signature of the practitioner who the medicine was handed over to – **it is the practitioners' responsibility to check all details against the prescription label to ensure that all information is accurate.**

Parents must give prior written permission for the administration of each and every medication. However, we will accept written permission 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, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The club 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

At the time of administering the medicine, a practitioner 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). After administering the medicine to the child, practitioners will log this into a medicine administration form, stating all the details, and sign; each medicine administration must be witnessed by another staff member who will also sign the form as the witness. If the child refuses to take the appropriate medication then a note will be made on the form and parents informed as soon as possible.

Parents 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 parents must be given precise details of the times and dosage of medicine given to the child throughout the day. The parent's signature must be obtained on the medicine administration form each time.



Non-prescription Medication:

The club will not administer any non-prescription medication containing aspirin; any other non-prescription medication will only be administered for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought.

The Team Leader will use their professional judgement in situations if they feel the child would benefit from medical attention rather than non-prescription medication; we reserve the right to refuse care until the child is seen by a medical practitioner.

If a child needs liquid paracetamol or similar medication during their time at the club, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine.

An emergency supply of fever relief (Calpol /Nurofen) and anti-histamines (Piriton) will be stored on site. This will be checked at regular intervals by the Health & Safety Co-ordinator, Mags McGagh, to make sure that it complies with any instructions for storage and is still in date. On registration, parents will be asked to sign consent to their child being given any of the above medicine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting; this signed consent will act as a written permission to confirm that this may be administered in an emergency if the club CANNOT contact the parent.

For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent. If parents wish to use other non-prescription creams, they must provide the cream which should be clearly labelled with the child's name.

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 club, together with the times and dosage given. All information will be logged into a medicine administration form and same procedures as for the prescribed medicines will apply.

The club DOES NOT administer any medication unless prior written consent is given for each and every medicine. This can only be overridden in emergency situations and the decision can only be taken by the Club Manager or person in charge.

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. The club 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.

For children with long term medical requirements, a Health Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.



Staff Medication:

All club 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 too unwell to 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 they must inform the Club Manager or Team Leader and seek medical advice. The Club Manager or Team Leader 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 away from the children; in circumstances the staff member may need easy access to the medication, such as an asthma inhaler, this could be kept in the medication box within the club. 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 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 medication box, which is out of reach of all children.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

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 practitioners agree to administer medication.

It is the responsibility of all staff to ensure that the medication is handed back to parents at the end of the day. We do not keep any medication on the premises apart from during session times (with the exception of emergency medication – see below).

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. These will be stored in a designated place in each room in a Medipac case with the child's name clearly written on. Parents may keep those on the nursery premises at all times if they wish. If a child requires such medication the Club Manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the 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.



Health Care Plans:

If a child has a known, ongoing medical condition, such as asthma, eczema etc., parents will be asked for permission for the school's Health Care Plan to be shared with us.

Health Care Plans will contain information such as:

- Child's personal details including their medical information – such as GP contact details, consultant's details that the child is under, health visitor etc.
- What the medical condition is and what are its signs and symptoms
- What to do if a child is displaying any of the signs and symptoms
- What is classed as medical emergency and how to proceed in this instance
- A matrix identifying the severity and likelihood of the medical condition occurring / flaring up / getting worse

The Health Care Plan is signed by the parents, SENCo, all other practitioners working with the child and the club management team. From the health care plan, risk assessment will be completed by the Club Manager which is signed by all practitioners looking after the child and reviewed every 6 months or sooner if necessary. In some circumstances, we will use our judgement and liaise with the school as to whether or not we feel it necessary to request information from a medical professional on the child's medical condition / medical requirements. Any such requests will be discussed with the parents beforehand and their full co-operation in this matter will be expected.

Risk assessments clearly identify what the hazards are, i.e. the child's medical condition, and what we must do if the hazards occur; they highlight who is at risk and how likely it is for the hazard to occur and if so, what the severity of it could potentially be. The risk assessments also give a clear guidance to follow in the case of the child's medical condition flaring up / getting worse, any medication that must be administered, where the medication is stored, and the records that must be kept of this.

The club has a folder which contains copies of all health care plans and risk assessments, which is easily accessible to all staff should they need to refer to it at any time; the original documents are kept in the child's personnel file in a locked filing cabinet. All information about children's medical conditions is logged into the club system and kept in children's personnel files.

Medication on Trips / Outings:

If children are going on outings, staff accompanying the children will include the key person for the child with a completed risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the signed medicine consent form and a medicine administration form to record when it has been given, with the details as given above. This box will also be taken with the child to hospital if emergency treatment is required.



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Policy reviewed:

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Reviewed by:

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