



EYFS

Administering Medication Policy

In the EYFS at Rossall we promote the good health of children attending the setting and take necessary steps to prevent the spread of infection (see sickness and illness policy).

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. 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.

In many cases, it is possible for the children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had medication before, it is advised that the parent keeps the child at home for the first 24 hours to ensure no adverse effect as well as to give time for the medication to take effect.

All staff responsible for the correct administration of medication to children in their care. This includes ensuring that parental consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. A first aid trained member of staff is responsible for the overseeing of administering medication.

We follow strict guidelines when dealing with medication of any kind in the setting and these are set out below.

The setting WILL NOT administer any medication unless prior written consent is given for each and every medicine.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- In exceptional circumstances, Non-prescription medicine e.g. pain and fever relief, or teething gel may be administered, but only with prior written consent of the parent and only when there is a health reason to do so.
- If prescribed medicine is to be administered, it must be in-date, labelled by the chemist with the correct name and dosage and prescribed for the current condition.
- Children's prescribed medicines are stored strictly in accordance with their product instructions and in their original container in which they are dispensed. They should include prescribers instructions for administration. Staff members must ensure that they are clearly labelled with the child's name and ensure that the medicine is inaccessible to the children.
- Where children carry their own medication (e.g. asthma inhaler insulin, epipen), the setting holds onto the medication until it is required in a designated box. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.
- Parents must give prior written permission for the administration of each required dose of medication. The member of staff being given the medication must ask the parent to **complete and sign** a medication consent form stating the following information. No medication will be given

without these details being provided:

- Child's full name & date of birth
 - Date medication was brought to nursery
 - Name of medication
 - Medication type
 - Expiry date of medication
 - Prescribed dosage
 - Does the medication contain aspirin?
 - Is the pharmacy label clear and states the correct name? *option to add photo evidence
 - Where is the medication required to be stored?
 - Does the medication have an instruction leaflet and is it in original packaging?
 - Notes
 - Condition
 - Temperature if taken
 - Parent/ carer contacted?
 - Record of administration: dose, date, time, administrator name, witness name
- The administration is recorded accurately each time it is given on the child's EYlog record, recording both the staff administering the dosage and also a staff witness. Parents will receive a notification and record of any medication logged on their child's profile. All parents have access to this tool.
 - It is the responsibility of all staff, to ensure that the medication is handed back to parents/carers at the end of the day. Medication is not kept on the premises apart from during session times. The exception to this are inhalers/ epipens or other long term medication, as parents can provide items to leave at the setting to eliminate the risk of forgetting each session. These items will be stored in the room, out of child's height and in labelled boxes.
 - Parent/carers with children with inhalers or other emergency life saving equipment i.e. Epipens are asked that these be placed in a medication box or bag with instructions attached. During the session the bag/box is carried out of children's reach allowing easy access in case of an emergency.
 - Where the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by the Medical Centre or the medication is administered by the school's qualified nurse.
 - Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person or a member of staff of what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Illness

- If any child is brought to the setting in a condition in which he/she may require medication sometime during the day, the nursery manager/Head of EYFS retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- For information on infection control and infectious diseases visit the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded.
- Parent(s) are made aware when they drop their child off, that should the need arise, they may be contacted at any time during the Nursery day to collect their child from school should his/her condition deteriorate.

Medication in the Setting - General Guidance

- Before administering medication to any child we will require written signed agreement from the parents
- This agreement (usually a Medication Form) should include;

- o the child's name
- o the name of the medication
- o the required dose and agreed time of administration
- o time to give medication
- o last dosage given and time it was given by parent
- Medication is only accepted in its original labelled container
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form
- For non-prescription medication the nursery reserves the right to determine the number of days the medication will be given before requesting parents/ carers further input or the advice of a healthcare professional. This will be based upon the individual child and condition
- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager/Head of EYFS before continuing.
- **Storage**
 - o All medication will;
 - Be stored in accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
 - Be kept out of the reach of children
 - Be in their original containers
 - Have labels which are legible and in English
 - Be clearly marked with child's name and date of birth
 - o Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach
 - o Any 'stored' medication such as setting stock of Paracetamol or a child's inhaler, will be regularly checked to ensure the product is still within its expiry and therefore suitable for use.

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription only medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated
- Medicines must be in their original containers
- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use
- The parent/ carer will complete the relevant form to enable the nursery to administer the medication(s) required. The form will include;
 - o Child's name, date of birth
 - o Name and strength of medication
 - o Dose
 - o Any additional requirements (such as to be taken with food)
 - o Expiry date whenever possible
 - o Dispensing date
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes
- Parents must notify the setting 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
- Any change in the details listed above must be recorded on a new form with counter signature from parent / carer
- The setting will only administer as per the information listed on the form

- At each visit the child's parent/ carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter signed by parent/ carer
- When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- 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
N.B. It is important to note that staff working with children are not legally obliged to administer medication
- If the child refuses to take the appropriate medication a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.

Non-prescription Medication (also known as over the counter medicine)

- If any child is brought to the setting in a condition in which he/she may require medication sometime during the day, a manager or team leader will decide if the child is fit to be left at the nursery
- The setting will not administer any non-prescription medication containing aspirin
- The setting will only administer non-prescribed medication for a short initial period and only if necessary. After this time parents / carers will be advised to seek medical advice
- The setting reserve their right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required
- For all medication the parent/carer must give prior written permission for the administration of each and every medication
- Medicines must be in their original containers
- The parent / carer will complete the relevant form to enable the nursery to administer the medication(s) required. The form will include:
 - Child's name and date of birth
 - Name and strength of medication
 - Dose
 - Any additional requirements (such as to be taken with food)
 - Expiry date whenever possible
 - Length of treatment (will not be exceeded)
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication
- Parents must notify the setting 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
- Any significant changes in the details listed above must be recorded on a new form and countersigned by the parent/ carer
- The setting will only administer as per the information listed on the form
- At each visit the child's parent/carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and countersigned by the parent/carer
- When the child is picked up from the setting, the parent / carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- At the time of administering the medicine, a 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.

Emergency Medication

- At new registration of a child to the setting, parents will be asked if they are happy to give consent to 'emergency' treatment being given. This would be only deemed necessary for

specific circumstances. Parents/ carers will be asked to complete a form to give consent. This form will include:

- The circumstances in which 'emergency' medication will be given e.g. High temperature (above 37.8°C)
 - The specific medication (drug name) e.g. Paracetamol
 - Dose to be administered will follow the guidance on the original container e.g. following age / dosage instructions
 - Statement that medication will only be given if the setting is unable to contact the parent
- An 'emergency' setting stock of medication may be kept on site
 - Stock medication will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children)
 - Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date
 - If a child experiences symptoms of illness, attempts will be made to contact the child's parents before administering 'emergency' medication
 - Where parents cannot be contacted the Nursery Manager/ Head of EYFS will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given at registration
 - Administering 'emergency' non-prescription medication will be a last resort and the staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.

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 setting 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.

Children who have long term medical conditions and who may require on-going medication

- Where appropriate (e.g. anaphylaxis, diabetes, epilepsy), a risk assessment is carried out for each child with long term medical conditions that require on-going medication.
- Parents will also be required to contribute to a risk assessment. They will be shown around the setting, have the opportunity to understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff members are part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the staff's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed at the beginning of every term or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Administration

- As a general guideline before administering medication to a child the staff member should:
 - Wash their hands

- o Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
- o Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form
- If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional
- If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get another staff member to try. Under no circumstances should staff attempt to hide the medicine in food or drink, unless there is express written permission from parents to do so
- It is normally considered poor practice to give medicines covertly, although in rare cases where the health professionals judge that it is in the child's interests to do so, this is acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions as some medicines can react with certain foods, it is advisable they have sought advice from their pharmacist before doing this.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include a 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/bag clearly labelled with the child's name, and photo for easy identification, name of the medication. Inside the box/bag is a copy of the signed consent form and a proforma to record when it has been given, with the details as given above. This box/bag would also be taken with the child to hospital if emergency treatment was required.
- On returning to the setting the proforma is stapled to the medicine record form and the parent signs it.
- This procedure also works alongside the outings procedure.

Staff Fitness to Work & Staff Medication

- All staff have a responsibility to work with children only where they are fit to do so
- Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy.
- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager immediately
- The nursery manager/person's line manager/ 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 from an occupational health assessment
- Where staff may occasionally or regularly need medication, any such medication must be kept in a separate locked container in the nursery room or in the staff room. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children
- In all cases medication must be stored out of reach of children. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.

Medication Errors

- Occasionally mistakes may happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. It is important to be open and honest if errors occur
- Parents should be contacted and the mistake explained to them:
 - o In the case of a missed dose, the dose may be given at a later time. The parent may be able to advise
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting

- The Nursery Manager/ Head of EYFS will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

Disposal of Medication

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and hand to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>Lent Term 2024</i>	<i>Alex Simpson Alison Trippier</i>	<i>Lent Term 2025</i>