

Medication Policy

At **Orchard Day Nursery Cambridge** we promote the good health for children, staff, volunteers and students attending nursery and take necessary steps to prevent the spread of infection (see Sickness and illness 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.

In order for us to be able to meet the medical needs of your child we will require a health care plan to be completed, this will be with the management team, we will also need a doctor's letter or a medical note to specify to be informed and understand your child's needs. We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

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

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each medication. A written record on the family app is to be completed, and the child's parent/carers must sign the medicine form to agree it can be administered and acknowledge the form at the end of the session. 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:
 - a. 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
 - b. 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
 - c. 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 or dose needs to be given
- The nursery 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
- 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 form. Similarly, when the child is picked up, the parent must be given

precise details of the times and dosage given throughout the day.

The parent's signature must be obtained at both times

- ***Children must have been on their prescribed medication for at least 24 hours before attending the nursery.***
- At the time of administering the medicine, only all Paediatric First Aid Qualified members of staff are expected to administer medication and to have a witness present as well. (it is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses or does not take the appropriate medication, then a note will be made on the form as staff will NEVER force a child to take the medicine or re-administer if some medicine was dropped, the parent/carer would be notified and reminding the parent/carer we cannot re-administer until the time of the next expected dosage

At Orchard Day Nursery Cambridge we understand some children may have or develop a long-term or complex medical need, we will endeavour to support the child and the family, ensuring the needs of the child are always met. Parent/carer will be asked to complete a detailed Health Care Plan.

A health care plan is to be completed for any child and/or member of staff, volunteer or students who require regular medication or requires medication in the event of an emergency.

Non-prescription medication

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical professional
- If a child needs liquid paracetamol (Calpol) or similar medication during their time at nursery, we will administer the medication and request parent/carer to collect their child within 1 hour.
- On registration, parents will be asked to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given, e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent

Temperature and Calpol Procedure

The below represents the steps to follow a high temperature:

1. A child feels warm to touch

2. A high temperature is recorded, eg: 38C or more, using an in-ear thermometer in line with manufacturer's guidance
3. If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Once the parent is contacted, we will request the parent/ carers to arrange to collect their child within 1 hour if possible. A child requiring Calpol is not considered well enough to remain at the nursery.
4. If the child returns to nursery the following day and again develops a temperature requiring Calpol, parents/ carers will be contacted immediately to collect them.
5. If a child requires Calpol on two consecutive days while attending nursery, they will be considered **Calpol Reliant** and will not be permitted to attend the nursery on the third day.
6. If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form

Exceptions: As prescribed or specifically recommended by a health care professional for a medical condition unrelated to a raised temperature. In these circumstances, parents/carers must provide the prescribed medication (where applicable) and complete the nursery's medication consent procedures before the medication can be administered at nursery.

- 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 nursery, together with the times and dosage given. The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

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 the child. This training is specific for every child and not generic. The nursery 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.

Staff medication

All nursery 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 feel unwell and cannot 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 to care for children they must inform their line manager and seek medical advice. The nursery manager 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 the person's locker or a separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and must 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 box or bag, which is out of reach of all children.

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. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. This must be in a designated place with the child's name clearly written in the original container.

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 staff agree to administer 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.

All expired medication will be given back to the parent for them to dispose of.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2026</i>	Sachini – Nursery Manager	<i>August 2027</i>