



Fernhill Nursery Medication Policy

This policy promotes the good health of the children in our care in line with the Care Inspectorate Management of medication in day care of children and childminding services guidelines.

Children who are taking medication may attend nursery provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness which may be feared infectious and they are well enough to fully participate in nursery activities.

We do not supply any type of medicines and will only administer medication supplied by the parent for their individual child if it has been prescribed by a doctor or pharmacist and the child's name and the dosage instructions are clearly visible.

All staff must be made aware of all children requiring medication on either short or long term basis

Children requiring medication on a long term basis will have this clearly identified on their care plan and on the DAM sheet summary in the playroom. All permanent and temporary employees involved in the care of children must be made aware of this critical information.

Records are available in both rooms on all children and all staff are updated and informed.

Consent

A parent/carer must give prior written permission on the relevant medication form for each and every medicine before it can be administered; verbal permission will not be accepted. The parent must sign to confirm that the medicine has been administered at home prior to requesting it to be administered by nursery to demonstrate that the child can tolerate the medicine with no ill effects. Consent forms for short term medication allow for up to five days of treatment after which a new form must be completed.

Long term medical care plans and consents will be reviewed along with personal plans to ensure all information is still valid, medication is still in date and that the dosage has not changed. Currently this would mean reviewing the plan every 4 months.



Instructions and storage

Medication must be in the original container in which it was dispensed, with legible instructions in English.

Staff should read the instruction leaflet which comes with the medication and should retain it with the medicine for reference.

Medication must be within its expiry date; parents are responsible for the safe disposal of any expired medication.

We will only administer the dosage and frequency indicated on the instructions/prescription label. First dose or application must be made by parent or carer. This must be asked when medication is brought to the Nursery.

Medication will be stored out of children's reach and strictly in accordance with the product instructions, including temperature storage guidelines. Each child's medication will be stored in its own container clearly marked with the child's name.

Short term medication will be sent home with the child daily and cannot be left overnight in the nursery. E.g. Inhalers if required at home. Long term medication can be kept in the nursery for as long as it is required.

Controlled medication must be kept in a locked receptacle and only administered by authorised people.

If the wrong dose is given or the child spits out the medicine the parent should be contacted and this should be recorded on their medical form and a parent contact form. This should be reported to the Manager or line Manager.

If medicine given to the wrong child, parents should be contacted immediately and a parent contact form should be completed. This should be reported to the Manager or line Manager.

Records

The relevant medicine form will be completed by the staff member each time medication is administered and a parent will be required to sign this on collection. Where medication is required to treat a long term medical condition, a care plan will be completed by the parent and this will be held in the child's personal plan folder. Each time long term medicine is administered staff must update the relevant paperwork and ensure the parent signs the paperwork that day. Where a parent is not collecting their child, a phone call will be made to advise and permission sought for the collecting adult to sign the paperwork on their behalf.

All completed medication records must be stored in the child's personal plan folder. There is a red folder to hold medical forms, blanks etc until they are moved to the child's file.



The form below must be completed for each episode of medication being administered to a child. These forms are available in Nursery and in our shared ara.

Lunch (and snack) mats have pictures of the children and key information on them .

Short term medication record

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Parental Consent for Administration of Prescribed Medication



All medication must be initially administered by the parent/carer at home. Only once the dose has been given can Fernhill School staff give authorised prescribed medication. This is in case of any adverse reactions. All medicines must be in original container and have specific named labels and dosage instructions.

I confirm that my child has received a dose of the described medicine at home. _____

Date		Name of Medication	
Name of pupil		Type (capsule, liquid)	
Class		Dosage/Frequency	
Date of birth		Storage instructions	
Full address		Name of family doctor	
		Address of doctor	
Contact Tel	Home	Tel. of family doctor	
	Mobile	Signature of parent	
	Work	Staff signature	

Day	Date	Time and dose AM	Time and dose PM	AM Staff member administering Medication	PM Staff member (PM) administering medication	Parent signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

A new form must be completed each week if the child is still on the same medication.




Long term medication record

Where a child requires to receive medication on a long term basis the following documentation must be completed and updated on every occasion of administering medication. Paperwork must be signed each time medicine is given. Forms are available in Nursery and on the Teaching server.

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Parental Consent for Administration of Long term Medication

All medication must be initially administered by the parent/carer at home. Only once the initial dose has been given can Fernhill School staff give authorised prescribed medication. This is in case of any adverse reactions. All medicines must be in original container and have specific named labels and dosage instructions.

I confirm that my child has already received this medicine at home on (date and time) _____

Date		Name of Medication	
Name of pupil		Condition	
Class		Dosage/Frequency	
Date of birth		If dosage 'as required' state conditions relating to requirement e.g. breathless, change of colour etc.	
Full address			
Contact tel:	Home	Is child aware of when they need it?	
	Mobile	Storage instructions	
	Work	Expiry date	
Care plan provided?		Name of family doctor	
Date plan needs to be reviewed		Address of doctor	
		Tel. of family doctor	
		Parent Signature	

Each time a child receives this medication, the person administering it must record the date, time, dosage and reason for giving the medication on the reverse of this form. Medication MUST NOT be given if the medication is past its Use By/Expiry Date. Parents must sign each time medicine is administered.

Date	Time	Dosage	Reason for administering (List all symptoms observed)	Expiry date of medicine	Name and Signature Practitioner	Parent signature



Administering medication

Medication will be administered by the nursery manager where possible and in their absence by a designated member of nursery staff who has received the relevant technical/medical training.

Medication expiry date must always be checked on receipt from parents and again prior to administering to a child.

If the administration of medication requires technical/medical knowledge e.g. insulin injections etc, then individual training must be provided for the staff from a qualified health professional which is to be arranged by the parent prior to the child attending and training must be specific to the individual child concerned. For EpiPens, staff will be trained in-house.

Prescription medication can only be given to the particular child for whom it is prescribed and cannot be administered to any other child, including a sibling.

Medicine spoons or syringes must be used to administer medicine to ensure the exact dosage amount is given and these must be cleaned thoroughly after each use, dried and returned to the child's medicine container.

No children in nursery will be permitted to carry or take medication on their own.

Child refuses to take medicine or spits medicine out

If a child refuses to take medicine, staff will make every attempt to encourage them but cannot force them. In this instance the parent will be contacted immediately to inform them.

If a child is given medicine which they spit out, the staff member will not attempt to give a new dose as there is no way of knowing how much the child has taken of the original dose. In this instance we will contact the parent.

Management of fever and minor ailments

Where a child's temperature rises above 37.5 degrees, staff should contact the child's parent immediately to advise them that they should come to collect their child. Fernhill Nursery will not administer paracetamol in this instance but will monitor very closely and take all other non-medicinal measures to reduce the child's temperature while waiting for the parent to arrive. Staff should ensure the child is kept hydrated by providing as much cool water as they will drink.

Where a child shows signs of being unwell or complains about having a sore head or earache staff will contact their parents to come to collect them and will comfort them while waiting for the parent to arrive.

Staff training

All Nursery staff must undergo emergency first aid training which is completed off site. There will always be one member of staff on site with Paediatric First aid training.