

Administering Medicines to Children Policy and Procedures

Introduction

Centro Infantil Menchú aims to promote the good health of the children attending the setting. Working in partnership with parents we also aim to ensure that children with medical needs receive proper care and support whilst in the setting.

This policy meets the legal requirements set out in the *Statutory Framework for the Early Years Foundation Stage (September 2021)*.

General Principles

- Parents have the prime responsibility for their child's health and should provide the setting with all the necessary information about their child's medical condition.
- On the child's admission to the nursery parents are asked to complete an enrolment form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital/consultants, allergies to medication, special dietary requirements and any other relevant information.
- If the child's medical condition changes, parents are responsible for informing the setting to keep records up to date. Furthermore, this information is reviewed every term by the manager and the child's key person.
- Parents are responsible for informing the setting of any change in their contact details (as they need to be contacted in an emergency).
- The setting is responsible for developing and regularly reviewing this policy and procedures, copies of which are available to parents on request. On admission parents receive the main points of the policy in their Handbook-Contract.
- Medical information is confidential and kept in a secure place.

Giving Medication to Children

- If a parent wants us to give their child medicine (both prescription and non-prescription), a member of the staff will ask parents to complete a form: **Giving medication to children-Parental authorisation**. Verbal instructions are not acceptable.
- If antibiotics have been prescribed by a doctor, the child should be kept away from the nursery for the first 24 hours since they started the treatment. This is primarily for the child's own comfort and safety, to allow the child to get used to the medicine, and also to prevent the spread of infection within the setting.
- The dosage and administration of medication will be witnessed by a second member of the staff.
- Every time a medicine is given it will be registered in the medicine record book, which will be signed by the person who administered the medicine and by the witness.
- Parents are asked to sign the medicine record book at the end of the day or as soon as it is reasonably practicable.

- If a child refuses to take the medicine, staff should not force them to do so, but will contact parents for advice. If the refusal to take medicines results in an emergency, the setting's emergency procedures will be followed.
- Medication is given only when asked to do so by a parent and if there is an accepted health reason to do so.
- Medicines containing aspirin will only be given when they have been prescribed by a doctor.

Children with Medical Needs

- Children with medical needs have the same rights of admission to the setting. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.
- Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.
- Most children with medical needs are able to attend nursery regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.
- Children with long-term medical needs which may require emergency treatment will have an individual **Health Care Plan** developed in partnership with parents, nursery staff and health visitors/doctors if needed.
- Training will be provided for staff where the administration of medicine requires medical or technical knowledge.
- Asthma inhalers do not need specialist knowledge to be administered. As with other medicines, written permission from parents is needed and instructions on how much to give and what to do. These instructions can include demonstrations by parents as well as written guidance. Many children are able to manage their own asthma inhalers from a very young age.

Children Carrying their Own Medicine

- Parents will fill a form giving permission for their children to carry their own medication, such as asthma inhalers: **Request for a child to carry his/her own medicine.**
- Demonstrations by parents and written instructions will be sought.
- A child's individual emergency medication will be available at all times.

Managing Medicines in Trips and Outings

- The trip leader will consider the medical needs of participating children and will seek parental views and medical advice if needed.

- The trip's first aider will be responsible for the safety and administration of prescribed medicines (where applicable), along with instructions for their administration and written parental consent, all placed in a named box.
- A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

Safe Storage of Medicines

- After written permission has been given the medicine will be stored in accordance with product instructions (paying particular note to temperature) and out of children's reach.
- Creams, lotions and other medicines will be stored in the toilet, inside a box with the photograph of the child on it, and instructions for giving the medicine.
- Medicines will be stored in the original container as dispensed by a pharmacist.
- Emergency medicines will be readily available to staff or the child that uses them.

Disposal/return of Medication

Parents are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.

Medications are returned to the child's parents:

- when the course of treatment is complete,
- when labels become detached or unreadable,
- when instructions have changed,
- when the expire date has been reached,
- at the end of each term, when the child's key person will review existing medication.

We are committed to reviewing our policy and good practice annually.

Approved by the management committee on 9 June 2021

Signed on behalf of the nursery Yris Goodspeed

Date to be reviewed: August 2024